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ABSTRACT

Articles and resources of interest to West Virginia women are presented in this 10-part sourcebook. Part 1 focuses on work and includes articles describing the state job outlook, job hunting, sex discrimination, and union organization. Part 2, on learning, covers college and high school equivalency programs, financial aid, and women's studies. Part 3, on nutrition, contains readings on West Virginia diet, nutrition resources, food hazards, and the nutritional needs for different age groups. Health issues are addressed in parts 4 and 5. Topics covered are doctors, patients' rights, therapy, alcoholism, female diseases, birth control, pregnancy, and childbirth. Listings of community health, health advocacy, and mental health resources are provided. Readings in parts 6 and 7 concern children's health and education. Part 8, consumer awareness, contains articles on fraud, credit, wills, taxes, and savings. Part 9, the law, examines marriage, divorce, and sexual assault and lists resources for dealing with these issues. A final section focuses on politics. An evaluation form and index conclude the volume. (LP)

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The West Virginia Edition!

For the first time—a resource for and by the women of West Virginia. Articles and listings of programs, resources and services.

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THIS IS THE

WOMEN'S YELLOW PAGES®

ORIGINAL SOURCE BOOK FOR WOMEN

SO 014 736

Hendricks, Susan

THIS BOOK BELONGS TO________________

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West Virginia Edition

The Women's Yellow Pages™

West Virginia Edition

The Women's Yellow Pages™

Original Sourcebook for Women

directed by
Mary Lee Daugherty

edited by
Susan Hendricks

researched by
members of the West Virginia Women's
Resource and Research Center

in cooperation with
Carol F. Edry and Rosalyn Gerstein
editors of
The Women's Yellow Pages
Sourcebook Series

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Carolyn Projansky, a community development specialist has written legislation for community-based employment.

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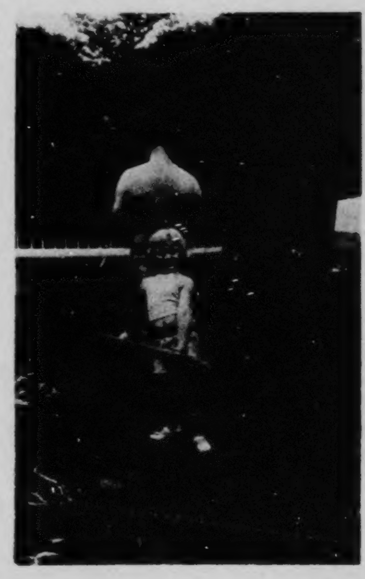

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Bonnie Brown is active in the National Organization for Women and the South Charleston Human Rights Commission and is a founding member of Women's Repertory Theater of West Virginia. She was project director for the seminars which accompanied the development of this edition of The Women's Yellow Pages.

Mary Downey trains people in the treatment of alcohol abuse for the AFL-CIO's Appalachian Council. She holds a master's degree in counseling, works with victims of rape and domestic violence, and is active in the National Organization for Women.

Anise Floyd, a black lung activist, was murdered May 21, 1978. The man charged in her death was having difficulties with a black lung claim. A licensed practical nurse, she was vice president of the West Virginia Black Lung Association and president of the West Virginia Miner's Wives and Widows Association at the time of her death. She was a delegate to the International Women's Year conference in Houston in 1977.

Carol Kachadoorian, who recently moved to Illinois, was librarian for the staff of the West Virginia edition of The Women's Yellow Pages.

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Career Planning: The Real Life Job Hunt by Betsy Hogan, excerpted from *The Real Life Job Hunt: What Men Know and Women are Afraid to Ask* by Betsy Hogan; Career Planning and Job Hunting Publications; Resources for Combatting Sex Discrimination (Publications, Organizing Groups); *Last Hired, First Fired: What You Should Know About Affirmative Action* by Carolyn Projansky; A Guide to Financial Aid Resources (Publications, A Selected List of Awards/Scholarship Services; Women's Studies (National Resources); Health Resources (Medical Consumer Guides, Health Advocacy); *Finding a Therapist* by Caryle Geir Perlman; *A Glossary of Therapists and Therapies* by Caryle Geir Perlman; *Anonymous Alcoholics: Women and Drink* by Cheryl Laham and Laura Derman; *Choosing Birth Control: Questions to Ask Yourself* by Pamela Lowry; Publications on Single Parenthood; Abortion Rights Organizations; Childbirth Publications, Childbirth Organizations; 'Door-to-Door Sales' and 'Home Improvement Schemes' in *Consumer Beware! Common Fraudulent Practices*, excerpted from *Ten Most Fraudulent Practices and How to Protect Yourself* by Susan Bregman; Tax Resource Publications; Child Care Publications; Nonsexist Learning Resources; *How to Choose and Use Legal Services* by Chris Roach; Publications on Women's Legal Rights; Divorce: Resources for Coping; The Women's Movement (National Publications, Periodicals, Sourcebooks, Presses and Publishers, Distributors).

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Supermarket Survival by Evelyn Kanter; *Choosing an Abortion Clinic: An Evaluation Checklist* by Viv Sutherland.

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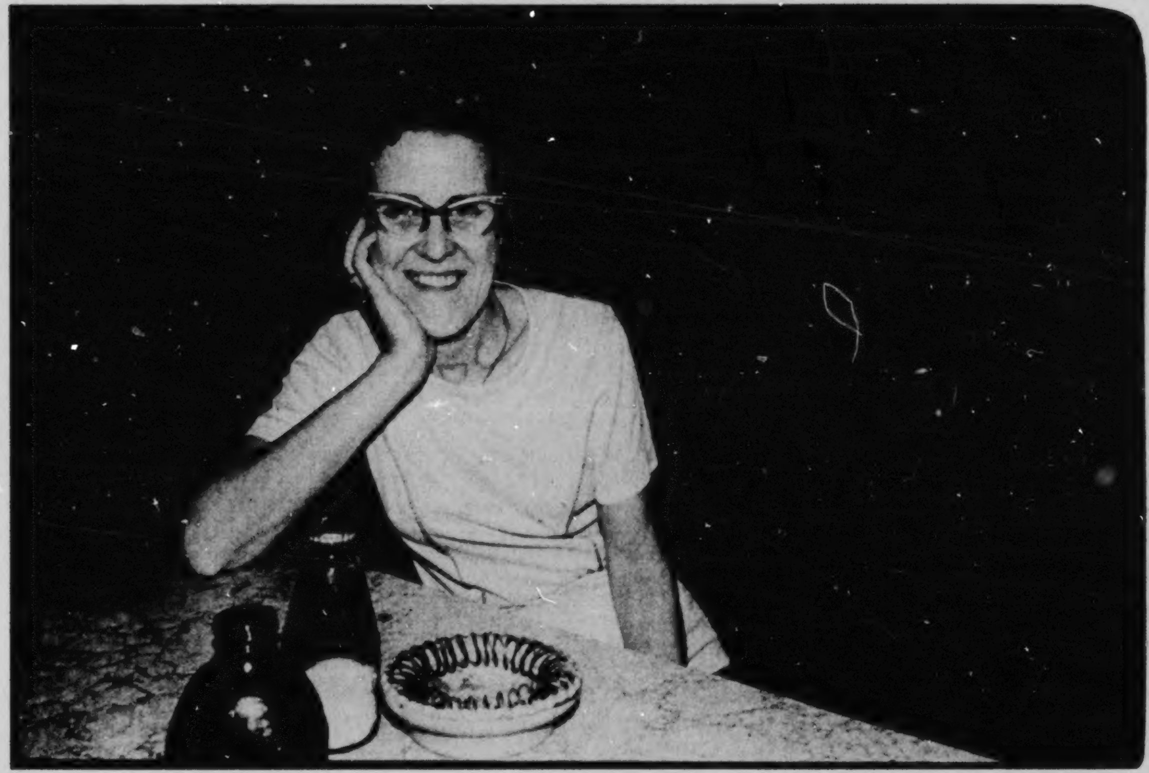

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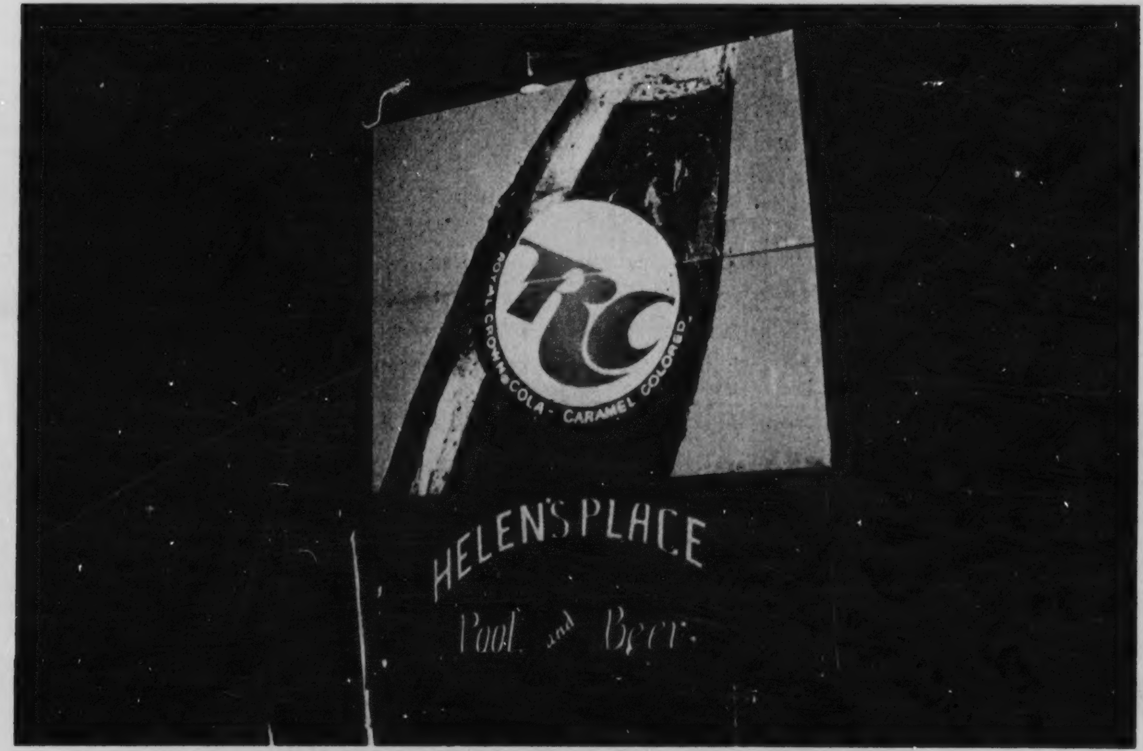

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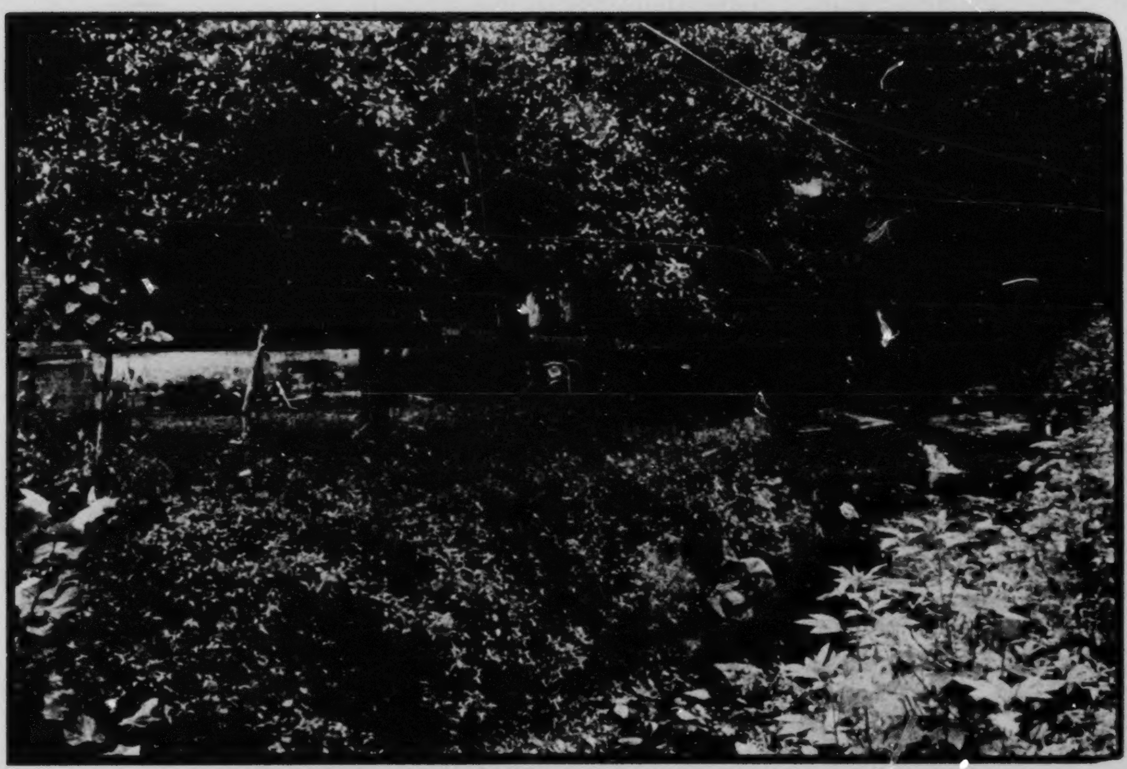

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From the Publishers

The public works. Incorporated

The history behind *The Women's Yellow Pages* is a long one. When the first edition for Boston was published in 1972, it was the first sourcebook for women in the country. That edition sold 25,000 copies - evidence that there existed a community of women seeking information to help define and actively meet their needs. With such positive response, we published, in 1974, an expanded second edition for Boston. During that same year, we began work on an edition for New York, in collaboration with the Women's Action Alliance. In 1978, we put out the first regional *Women's Yellow Pages*, an edition for the six New England states.

The Women's Yellow Pages sourcebook now reaches more than 100,000 women not only in the Northeast but also across the country. Women wrote us, asking how they could organize a *Women's Yellow Pages* for their city or region. We heard from women from places like Norman, Oklahoma; Birmingham, Alabama; Bloomington, Indiana - and Charleston, West Virginia.

When Mary Lee Daugherty, Project Director for the West Virginia edition, came to us in Fall, 1975, we were excited by the possibility of extending to rural women what has been a valuable information and resource tool for urban women. Our goal has been, and is, a Women's Yellow Pages National Network, whereby we could share our experience and aid other women in publishing their own editions of the sourcebook. In the summer of 1977, at Mary Lee's request and with the financial assistance from McDonald's Corporation, we were able to give a training workshop on the preparation and publishing of a West Virginia edition of *The Women's Yellow Pages.*

While in West Virginia, we had an opportunity to share the richness of Appalachian culture. Spending most of our stay in Boone and Logan Counties, we glimpsed both the uniqueness of West Virginia culture - its language, its music - and the harshness of life there - the difficult terrain with its constant threat of flooding, the dependency on mining and its ravages on humans and the land. We met and got to know a variety of people: a quiltmaker from Cabin Creek; a retired fire boss and his family; an oldtime banjo player; an Appalachian poet; a Pentecostal preacher and his family. We sat in their homes, went to their churches, shared our thoughts and feelings about life. (Most of the photographs in this book were taken on that visit and on another, longer visit through the state a year later.) For us, the friendship of those West Virginians we met is a privilege and an honor. We are thankful for the chance to reciprocate by sharing our expertise and experience with West Virginians in producing a *West Virginia Women's Yellow Pages.*

We would like to extend thanks to those who assisted in making the photographing for this edition a very personal and special event: Garnett Alford; Bill and Ruby Bell; Charlie Jarrell; Millie Hevener; Mr. and Mrs. Porter; John Schoolcraft; Steve Anderson; Gary Nickles; David Williams; and Maxine Johnson. Our gratitude to photographers Susan Meiselas and Wendy Ewald, and all those who were the willing subjects of the photographs that appear in the West Virginia Women's Yellow Pages.

The purpose of this edition of *The Women's Yellow Pages* and its parent organization - **The public works**. Incorporated - is the same as when we began in 1972: to close the gap between the needs of people, women and men alike, and the response of institutions and government. By aiding you, the individual reader in gaining access to information, resources, to those active in your community, we hope that you will become your own advocate - ready and able to make desired changes in your own life and that of your community.

Carol F. Edry
Rosalyn Gerstein
Directors

Morris Harvey College of Arts and Sciences

We are proud to be involved in *The Women's Yellow Pages* project for West Virginia. The need for information and resources designed to improve the status of women and their families is great. As a college, we are especially concerned about the 'displaced homemaker' - the woman who is head of her household but lacking in educational training, marketable skills, and generally unemployed.

To meet her very special needs, Morris Harvey College of Arts and Sciences has established with government funding a new program called Programs for Human Development. Its goal is to assist women to become self-sufficient and successfully employed. The program will make extensive use of the West Virginia edition of *The Women's Yellow Pages.*

Programs for Human Development offers workshops and classes designed to help women assess their educational and career goals, gain confidence and self-awareness, decide on which educational or training program is best for them, and find employment in satisfactory jobs. Low-income or unemployed women may participate in Programs for Human Development free of charge and be paid $2 an hour for each hour spent in the classroom.

For further information, write Programs for Human Development, Attn: Mary Richmond, Morris Harvey College of Arts and Sciences, 2300 MacCorkle Avenue, Charleston, WV 25304; or call (304) 346-9471, exts. 322, 323.

Preface

The West Virginia edition of *The Women's Yellow Pages* began four years ago as a dream. Like many dreams, it began to grow and blossom once I shared it with other people.

I first realized that there was a serious lack of information for and about the women of West Virginia when I prepared to teach a women's studies course at Morris Harvey College of Arts and Sciences five years ago. In vain I tried to gather information. It quickly became obvious that no one really knew much about the needs and concerns of women in West Virginia. I found we were far behind women in the rest of the nation in simply taking the first step of documenting our needs. Moreover, those who had found answers to some of our problems had no way to communicate with other women in West Virginia.

As I continued the task of gathering information, I was shocked by some of the facts I discovered. This shock spurred me on in my effort to bring this information to the attention of the concerned public in our state. Among the most disturbing information I found are the following facts:

The salaries of women in our state are lower than those of most other women in the United States. The Department of Labor reported in 1971 the average white woman in the United States earned $6,100 annually, while a white woman in West Virginia averaged $4,791 per year. The average black woman in our nation earned $5,320, while the average black woman in our state earned only $2,500 annually. Even more shocking was the fact that ninety-six percent of all jobs in West Virginia paying $15,000 per year were held by white males.

It is tragic but true that conditions have not improved for the average working woman in the past few years in the United States. According to a 1977 Labor Department report, women earn on the average only fifty percent of what white men are paid. You do not need much education to figure out what most women already know - that many women are living in poverty in the richest nation on earth.

If the employed woman's situation is sad, the plight of the unemployed woman is cause for even greater concern. Three years ago, a study conducted by the Appalachian Regional Medical Center in Morgantown found that one of every five housewives in two typical West Virginia communities was taking tranquilizers. Housewives in the study often cited 'nerves' for their problems. In fact they were bored, with few options for their lives because of the lack of education and adequate transportation. As I wrestled with these facts and realities, it became obvious that a Yellow Pages-type publication was needed in West Virginia.

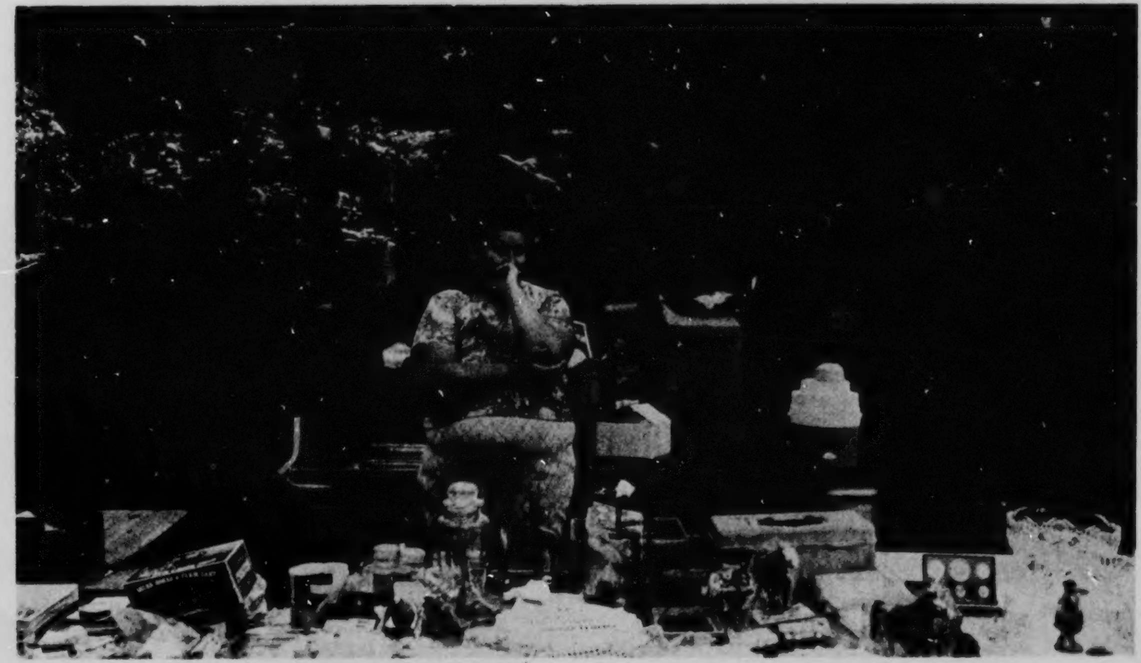
The West Virginia Women's Yellow Pages also has its beginnings in my own struggles as a woman striving for success in a world which still discriminates against women in a thousand different ways. Watching the struggles of my grandmothers, my mother, and now those of my own daughter, as well as those of many female friends, gave me the courage and inspiration to seek the funds needed to bring help to women around West Virginia - most of whom I will never know.

Over the past four years, more than 100 people worked together to make the dream a reality and bring together the West Virginia edition of *The Women's Yellow Pages*. As you read through the pages of this book, you will be exposed to some of the shocking facts we discovered, as well as some possible solutions to the problems they expose. We have tried to aid the women of our state in their struggle to find new solutions and options for their lives in such areas as employment, education, health care, legal and money matters, and parenting. Realizing that life brings constant changes, we also compiled resources and information to guide women through times of crisis.

You hold in your hands the West Virginia edition of *The Women's Yellow Pages*, the first book of its kind to be published here. It is the result of four years of research and writing. We see the book as only a first step for the women of our state. The limits of time and money set the boundaries of this book. With your help and ideas, shared through the Evaluation Form at the end of the book, we can plan future editions. You can help by sharing your dreams, ideas, suggestions with us. By working together, the lives of all the women of West Virginia will be improved.

Mary Lee Daugherty
Project Director

■ © Rosalyn Gerstein, *Boone County, West Virginia*



Introduction

How to Use This Book

The West Virginia edition of *The Women's Yellow Pages* is designed to be your personal workbook. Articles and listings are offered in eight areas - Women's Work, Learning, Food and Nutrition, Health, Children, Dollars and Sense, Law, and Politics. As you read through them, you can jot down your own ideas and notes in margins which offer plenty of space.

A total of sixty-five articles explore ideas, problems - and sometimes, solutions. More often, though, the solution is up to you. Listings of local, state, and national resources are given in each chapter to aid in your search for answers. Some note publications you can read for more information on a given subject; others list places to seek advice and support. The goal of the West Virginia edition of *The Women's Yellow Pages* is to help you take your life in your own hands and make the changes you want.

The listings appearing in the West Virginia edition are not complete. Lack of time and money prevented us from doing as much research as we would have liked. All publications listed in this book are recommended, but listing of a facility in this book does not necessarily mean the editors' endorsement; again, time and money limited our research.

We hope you will advise us of those groups and people we unintentionally overlooked, and of your experiences with those facilities we mentioned. An Evaluation Form at the back of this book includes space for you to pass along such information, as well as your reactions to the book and its contents. Your comments will help us in future projects and further build a communication network among the women of West Virginia.

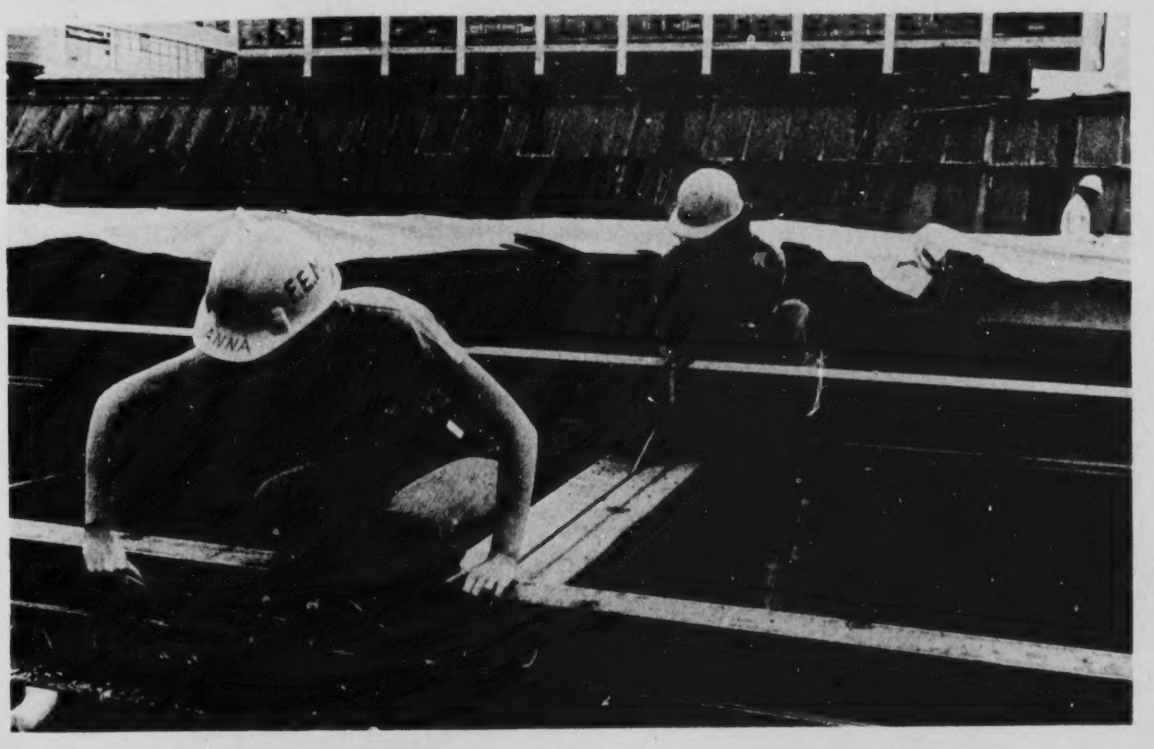
The West Virginia edition was written and compiled for the most part by women and men from around the state with expertise in their topics. We realize we have left many important topics uncovered. However, we feel this publication is a first step in building communication among the women of West Virginia.

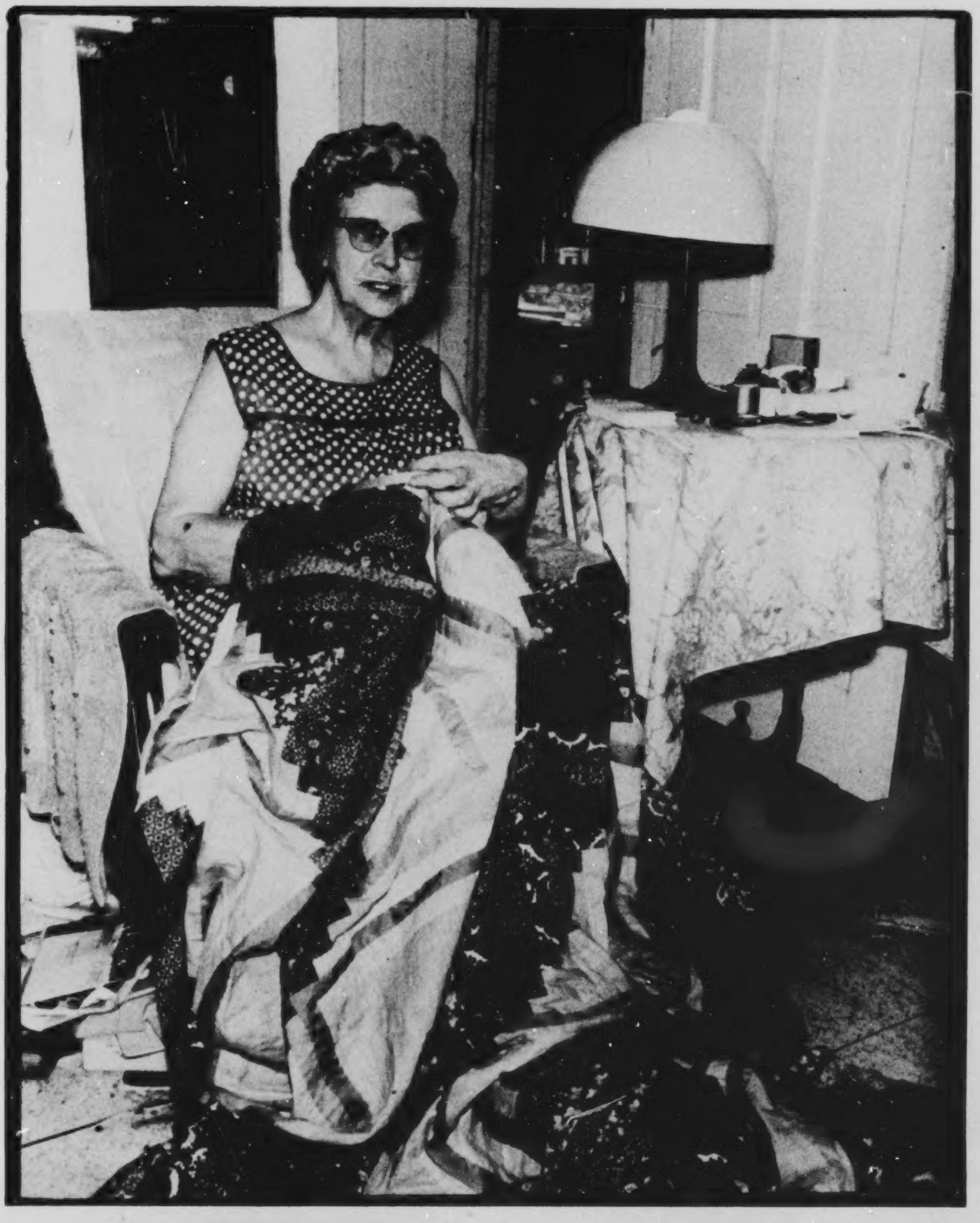
A supplement to the West Virginia edition, 'Women and Religion,' is available and can be ordered from: Women and Religion Publication, P.O. Box 6614, Charleston 25302. An order form for this supplement is located at the back of this publication.

Susan Hendricks
Editor-in-Chief

■ Picture credits p. 20: © John Chase (left); Debora Hunter (right); © Bettye Lane, *Feminist Construction Worker* (bottom); p. 21: © Rosalyn Gerstein, *Garnett Alford, Cabin Creek, West Virginia*

Women's Work





21 Women's Work

■ Picture credits p. 22: Vicki Lawrence, *Woman-owned Restaurant* (top); Daniel S. Brody, *Welding Student* (left); Geoffrey Biddle (right); p. 23: © Jon Chase, *Special Education Teacher*

The Job Outlook in West Virginia

by David Helgager

The competition for jobs will be tough in the years ahead, but there will be opportunities for women who choose - and prepare - wisely.

Before you begin to identify your career choice, you will need to know what occupational areas are expected to grow in West Virginia in the coming years. What follows is a brief report on the job outlook in this state.

As you consider this information, keep in mind that jobs come and go in our fast-changing economy. The old adage, 'Here today and gone tomorrow' is certainly true of some occupations.

In coming years, the job fields that will experience growth are health care, business, office, public service (municipal, county, state and federal employment) and some industrial fields. According to the U.S. Department of Labor, the ten fastest growing occupations are air conditioning, refrigeration and heating mechanics, computer service technicians, health service administrators, industrial machinery mechanics, insulation workers, marketing researchers, occupational therapists and sewer plant operators.

The Department of Labor also predicts big growth in these job areas: secretaries, stenographers, local truck drivers, cooks and chefs, registered nurses, machinists, welders, teachers' aides, carpenters, construction machinery operators, engineers, science technicians, retail sales workers, accountants, police officers, real estate agents and brokers, construction laborers, auto mechanics, lawyers, bookkeepers, computer operators, personnel and labor relations workers, social workers, beauticians, drafters, bank officers and managers, and insurance agents and brokers.

One prominent career area in West Virginia is mining. Although the industry suffers from economic ups and downs, it can be an excellent area of employment. The pay and opportunities for advancement are good, whether you work as an underground miner, a surface miner, or in some management job.

The future is especially bright for occupations that require less than a four-year college degree. In fact, the Labor Department predicts, about eighty percent of future jobs will require two years of college - or less. Moreover, these occupations often pay better than those that require a college degree.

When selecting a career that requires a college degree, or better, it is important to do careful research. Some job markets are flooded. Teaching is a good example. (However, West Virginia does have a shortage of special education teachers.)

It is also important not to rely totally on predictions about employment opportunities. Do some research yourself. Contact local employment agencies, colleges, vocational schools and school counselors. They should help you to determine your area's employment needs. (Be wary, however, of schools and agencies that only attempt to sell you their services.) Local industries, businesses, health care facilities and government offices may also be able to assist you. ■

Sample resume using skill sheet

Name
Address
City, State, Zip Code
Home Telephone Number
Office Number if Authorized

OBJECTIVE:

Public speaking, broadcasting, instructing, and/or public relations position which requires initiative, self-direction. Enjoy liaison with people and task-oriented coordination of groups.

SUMMARY OF BACKGROUND:

Eight years working experience includes television, radio, and live public speaking engagements; giving instruction to others in the skills of making public appearances; leadership and coordination of community groups; public relations coordination for political campaign.

PUBLIC SPEAKING

Am currently moderator of a telephone call-in show, 'If A Woman Answers...' on WBUR-FM Thursdays, 8-9 pm. The show focuses on issues of concern to women.

Moderated the past show, 'Women In Society,' a taped interview format dealing with women's issues, which was aired over WBUR-FM, Thursdays, 11:30 am to 12 noon, and was repeated later in the week.

Have appeared as guest on Paul Benzaquin Show, Channel 7, Boston MA; Sonya Hamlin Show, Channel 4, Boston MA; 'Channel Five Reports,' Channel 5, Boston MA; WHIL and WEEI radio.

Have served as guest lecturer at Boston University School of Public Communications; Boston University School of Nursing; Harvard Business School; Tufts University; Babson College; Aquinas Junior College; Chamberlayne Junior College; South Boston Community Health Center; YWCA of Greater Rhode Island in Providence; and Bunker Hill Health Center.

INSTRUCTING

Serve as Consulting Instructor for 'Breaking Barriers Through Speech' workshops for upward mobile women, taught in all major cities of the United States and within major private companies. Program responsibilities include training participants in public speaking techniques, interviewing skills, and the dynamics of leadership. Instructional techniques include lectures, small workshop groups, and audio visual equipment.

Coordinated 'Reading is Fundamental,' program for disadvantaged children in Washington DC. Directed collection of attractive reading materials for public school classrooms in disadvantaged areas and transportation of materials to the classrooms.

LEADING, COORDINATING COMMUNITY GROUPS

Coordinated mail advertising campaign and initiated media contacts for the 1972 election campaign of Lois Pines, Democrat, Newton, for her current seat as a Representative in the State Legislature.

Led workshop on sex-role stereotyping at the Boston College, sponsored by the Massachusetts Women's Political Caucus.

Led workshop on organizing and implementing a Speaker's Bureau at 1972 Regional Conference, National Organization for Women, New York City.

Served as Vice President in charge of Public Relations for Eastern Massachusetts Chapter of NOW. Founded and headed NOW task force on Part-Time Employment. Directed NOW Speaker's Bureau. Helped found and establish local NOW chapter in Newton. Currently serve as a member of the Massachusetts State Council, National Organization for Women.

Serve on the Advisory Board of COPE, Inc., a nonprofit counseling service for pregnant and postpartum women.

EDUCATION

Wellesley College, BA, Philosophy, 1965
University of Maryland, graduate work in Philosophy.
Massachusetts Institute of Technology, part-time program in Philosophy.
Philosophy.

Career Planning: The Real Life Job Hunt

by Betsy Hogan

Your action plan and the resume

Design your resume to say, 'I can do the job I'm looking for.' Take out every word which does not put that message across. That's all you want to say.

The shorter the resume, the better. Employers are busy. They'll take in the top half of the first page at a glance. If that doesn't catch their interest, you go to the bottom of the pile. So cut your words ruthlessly, and cut with a purpose. The one factor which distinguishes a good resume from a bad one is the clarity of the message. It's crucial to omit almost everything you've done. That leaves blank space to display the one or two things which will get you the job.

Suppose you now work as secretary to the Vice-President of Sales in a small firm. Your long-range goal is to be Sales Manager or Marketing Manager for a Fortune 500 company (such as IBM, DuPont, Union Carbide, and Xerox Corporation). Meanwhile you want to move out of a secretarial job into a sales job. Your current boss won't put you into sales. You have two alternative plans in mind for your first move: you'll check the possibility of moving directly into sales with another firm - and it will be an 'outside sales' job, not a job behind the counter of a department store. If that doesn't materialize, you'll move to a sales firm as administrative assistant to the head of the firm, with the clear understanding at the outset that within a year you want a sales job. That's your action plan. How can your resume fit the plan?

First, write down everything you do on your present job. Yes, the correspondence. Yes, the filing. Yes, getting coffee if you must mention it. As your list gets longer, interesting things will begin to pop up. You've arranged sales conventions for your boss's clients, hmm? Made the arrangements with the hotels? Your boss was teaching a sales seminar at one of the conventions, and you helped prepare his materials? Worked on his flip-chart outlines, getting the points in order? Helped draft his opening speech? Such things are your story. Omit all else. Everybody knows that secretaries file, type, and occasionally get coffee. Those facts won't move you where you want to go. Leave them out.

Do the same thing with your previous jobs. Write down everything. Go back and remove everything except those few duties which qualify you for the sales job you want. Stop there.

What about unpaid work? Maybe you've done volunteer work at the local hospital or worked as a camp counselor for several summers, or you once sold space ads for your high school yearbook. If you want a job teaching in high school, mention the camp counseling job. It shows you're used to working with youngsters. Omit the school yearbook and the hospital work. If you're looking for medical work, specify what you did at the local hospital; omit the camp and the yearbook. Cut and cut again until you have a focused resume which says 'I can do this job' - and buttresses your case with every single word.

*Resume on preceding page arranged by skills rather than by dates - a variation from the standard resume format is particularly useful for the person who does not have a long background of paid jobs with job titles. In this case, the format is used because *this resume describes the skills of a housewife who has never held a paid job.*

Excerpted with permission from 'The Real Life Job Hunt: What Men Know and Women are Afraid to Ask,' by Betsy Hogan in The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978.)

Ideally, your resume should be just one page. If necessary, you can go to two pages - but never beyond. The idea is to get the pertinent facts out front, not hide them in verbiage.

A cover letter is usually unnecessary. If you feel uncomfortable about omitting it, use one but make it brief and try to say something complimentary about the company or one of its products without sounding phony.

Your Name
Street Address
City, State, Zip
Home phone & hours to call
Office phone (if you can be called there)

Job objective:	Some people lead with a short paragraph describing the job they'd like. I advise against it. If it's specific, it can do you out of a job you want because your 'objective' paragraph stressed that you wanted task A with minor emphasis on task B; the job you want -stresses task B; the company doesn't call you in for an interview. On the other hand, if you make your 'objective' paragraph nonspecific, you sound as if you don't know what you want. Leave out this paragraph. Approach every interview with the assumption that *this* job is your objective.
Business experience (dates)	
X/Y/74 to present	*Job title, Company name and address* four-word description of company's function if it is not well known. Your job description in a short paragraph. Include only those tasks that support your present goal.
X/Y/71 - X/Y/74:	*Job title, Company name and address* (description of company function). Your job description in a shorter paragraph. Include only those tasks which support your present goal.
X/Y/69 - X/Y/71:	*Job title, Company name and adddress* (description of company's function). Your job description in a short paragraph. Include only those tasks that support your present goal.
Education:	Degree and major field, year received. Name and address of institution. Honors, if any. Add minor areas of study if they support your goal. Courses taken since your last degree, if they support your present goal. High School is listed only if it is the last school you attended.
Professional organizations:	List them if relevant to your present goal. Include offices you've held; awards they've given you, if any.
Publications:	List if relevant to your present goal.
Awards:	List if relevant to your present goal.
Personal information:	Some people list their height, weight, marital status, children, and health. I consider the information irrelevant and a waste of space on a page where brevity is a major goal.
Hobbies:	Some people list them. I advise against it unless they're relevant to your present goal.
Unpaid work:	If it's relevant to your goal, list it at the top with other jobs. If it's irrelevant, omit it.

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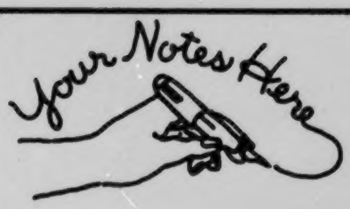
Now go back over your draft and make it specific. Quantify. If you're aiming for a job in sales, specify how many sales presentations you've worked on, and exactly what you did. How many sales training programs have you helped with, and what help did you give? How many ads did you sell for the school yearbook, and how much money did you bring in? How did that compare to the money and space sold by the other students who did the job? This is where your resume becomes a standout. It's full of solid, hard facts - not hot air.

Another way to make your resume a standout is to add visual interest - 'package' it. Don't get too fancy - be businesslike about it. One effective 'packaging' method is to back your white sheet with a slightly larger sheet of colored construction paper, perhaps 9" wide and 14" long. Place the white sheet on top so there's a border of ¼" or so at the sides and bottom. At the top, fold over the remainder of the construction paper to make a border about 2" wide across the top of your white paper. Staple twice at the top.

Now you're ready to circulate your resume. Mail it 'cold' to all the companies in your field. That won't produce much response, but you may get a few calls for interviews. Send the resume in response to help-wanted ads. Take it when you talk to your network of friends who work in the field of your choice. Leave it behind wherever you go. And of course, take it to every interview. Paper the town.



Where are the openings?

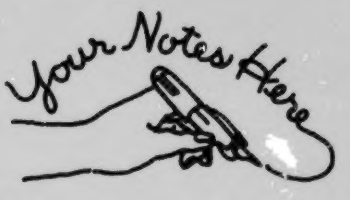
In some fields, you'll find most jobs through the help-wanted ads. No doubt you've heard that about 30 percent of all job vacancies are listed in the newspaper. That's probably true, but it's an average. It takes into account the fields where almost all jobs are listed in the newspaper, and fields where the newspaper is never used. You have to know what the customs are in your field.

Employers in some fields use a few specialized employment agencies - or there are one or two specialized people on the staffs of generalized employment agencies.

Sometimes personal contacts are the main - or only - point of entry.

This is the time to use your feet as well as your head. Activate your network of friends who work in the field. Ask how they got their first jobs and start making calls.

Some interviews will hold no promise of an immediate job. Maybe someone will say, 'You should talk to Joe Jones over at the Excelsior plant. He knows everybody in the field. I'll set it up for you.' Sounds like a waste of time? Think again. A lead like that can be pure gold if you use it right. From your friend's description, you know Joe has worked out his own way of moving up in his chosen field. He surrounds himself with good friends. He helps them; when he needs a helping hand, he has



about a hundred hands waiting to help. If you meet Joe because one of his friends suggested it, he's going to do everything he can for you. He's helping a friend and adding to the stockpile of favors owed to him. Meanwhile, since he 'knows everybody in the field,' the help he can give you is nothing short of monumental. He's a key person in the network in your field. A few meetings with other people, set up by Joe Jones, and presto - the whole network opens up to you!

Furthermore, you can get facts from Joe which may be available nowhere else. Joe has good visibility on the top, middle, and bottom of his field - depend on it. He can give you salary ranges and tell you which companies pay at the top of the range. He has no ax to grind when he's talking to you. He isn't going to hire you. He doesn't have to bargain you down or give you low figures to protect anyone from paying what they'd usually pay. He'll give you a realistic assessment of what you should ask, based on your experience and education. He can point out where your case is weak, and how you can shore it up. As he gets a picture of you, he may begin to form ideas about companies where you would fit best and managers who would be most likely to take an interest in your particular job skills. If you and Joe hit it off, what started out as a 'how-do-you-do' meeting may be the critical event that catapults you into the best entry job in town.

On the other hand, if Joe doesn't like you, he won't introduce you around. Remember, he takes care of his friends. So approach this meeting as if it were a crucial interview. It is.

The Interview

Now you're turning up job vacancies and lining up interview appointments. This is getting more real - and more frightening. Hello, butterflies. What should you say? What should you wear? What questions will be asked? How should you answer?

Let's dispense with clothes first. Don't wear anything new - it will take your attention off the interview. Don't wear anything that binds, gaps, or makes you feel self-conscious. Don't wear a style if you're uncertain about how it will be received. An interview is no time to feel unsure of yourself. Pick a few outfits that make you feel particularly confident when you wear them. Gather the accessories for each. Make sure everything is immaculate and put the outfits aside for interview days. Now forget about clothes. You have more important business in an interview. You want your mind free.

What will the interviewer ask? How should you answer? Those questions deserve your wholehearted attention.

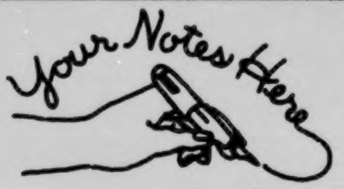
The best way to prepare is to get into the head of the interviewer. You may or may not go through prescreening interviews at employment agencies, executive search firms, or personnel departments. However, the interview with the manager who will be your boss is the critical one. Let's concentrate on that. The rules are the same for all interviews, and this one is likely to be the deciding one.

When there is a vacancy, there is a harrassed department manager and a backlog of work. Someone has left, or the work has mushroomed so far out of control that extra money has been set aside to take on an extra person. You think you have problems? Enter that office with pity for your interviewer. Understand that the person on the other side of the desk has just one thought in mind - 'Please be the right person!' S/he is not an adversary.

The interviewer is also cautious. Every manager has a manager. Someone is watching to see what kind of judgment a department manager uses when 'new hires' are made. You have to convince the interviewer that you won't be a black mark on his/her record - that you can do the job, you want to do it, you can be relied upon to do it for at least a year, and you're enthusiastic about the prospect. Beyond that, your interviewer wants to know that you'll get along well with others on the staff. Tensions impede progress in the department and make headaches for the boss. If you can do the job happily, smoothly, capably and quickly, you're the person the interviewer prayed for at the start of this day. Now, make your case. The interviewer is desperately hoping you will.

With that point of view in mind, rehearse ahead of time. Role play the interview with a friend - preferably a friend who is a

■ Douglas Hopkins, *The Interview*



manager and makes hiring decisions. If you don't have such a friend, you role play the manager. What qualities would you want? Ask questions designed to find out whether your friend has those qualities. Listen to the answers. Which ones impress you? Which leave you cold, and why? Begin to make out index cards with the interview questions on one side, impressive answers on the other. You can continue this at home, once you've role played long enough to get a 'feel' for the situation. Anticipate the questions; work out the most solid, specific answers you can find. Then shuffle the cards, glance at each question, and answer it from your head. Check the index card afterwards to see that your answer included all the important information. Do this until you know all your answers well. Don't memorize the answers. They'll come out wooden. But have full command over the *sense* of your answers and the facts you want to use to back them up.

Now, polish your terms. Insert professional language; take out generalized terminology. For instance, don't say 'I want to work with people' or 'I like people.' Did you ever hear of anybody who sat down in an interview and said, 'I don't like people'? What does it mean when you say 'I want to work with people'? Every job involves working with people. If you're serious about it, you mean you want a job as a personnel assistant, a personnel director, you want to work in organizational development or on the staff that does the in-house training programs. Insert the proper professional term. Let your interviewer know you've done your homework; you know your field.

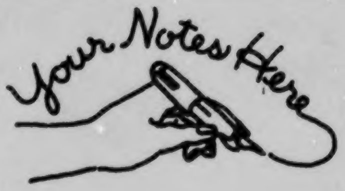
Now put on one of your interview outfits, sit in front of your mirror, and answer a few of your questions. Watch your posture. Do you huddle apologetically in the middle of the chair, telegraphing the message that you're scared to death in spite of your professional words? Or do you take command of the space around you, use the arms of the chair, relax, look poised and confident? Do you meet the eyes of the interviewer, or do you glance nervously at the ceiling and around the room? Would you hire the person in the mirror?

Good. Now you're ready to help some employer out of a terrible fix.

Common pitfalls

There are tough questions that commonly come up. For every one, there's a fundamental basis for a good answer. As usual, the best answers come from an understanding of what's going on in the interviewer's mind.

Why do you want to leave your present job? (Or, why did you leave?) The place where you're being interviewed right now is no heaven. The interviewer knows it well. The question is, what's your preference in purgatories? Was it job pressure that made you leave? If so, maybe you lack the stamina or commitment to stick it out when the going gets rough. On the other hand, maybe this job has less pressure, or less frequent pressure. Are you leaving because of a 'personality clash'? That's always a bad sign. The interviewer thinks you might antagonize people by habit. Do you bitterly put down your present company or manager? This raises questions about your maturity, your ability to accept authority, and whether you customarily get along well with people. Are you leaving because there are no channels for advancement? If so, the interviewer is alerted to the fact that advancement is important to you. A vital piece of information has been exchanged. The interviewer may ask a flurry of follow-on questions based on these kinds of thoughts: 'What kind of advancement does she want? Do we provide it? If not, can I work it out for her? If I can't, will she stay at least a year, so the investment of time to train her pays off before she goes?' The discussion is productive. Answer the interviewer's questions fully and honestly.



That brings us to an important point. Sometimes a full, honest discussion convinces both you and the interviewer that this job is not what you want. Do you let that happen, or do you do a good job of acting in order to get the job?

The answer depends on your circumstances. Certainly there are organizations where you will never be happy. If you're in a career over the long-term, you can't afford to take a job today and leave it next week or next month if something better pops up. A minimum stay is one year per job. If advancement is important to you, can you afford a full year on a job which leads nowhere? Yes, if you just plain need a paycheck. Yes, if you think you're in imminent danger of being fired from your present job (you won't say that, of course). Yes, if the new job offers no advancement but gives you a chance to learn a skill you need before you can go further in your field. There are reasons to act your way into a job that is less than ideal. But if none of those reasons apply in this case, then it's best for you and the interviewer to explore what you really want, and whether the job really offers it. If not, you can still turn the interview to good advantage by asking the interviewer where you might find what you're looking for. Every interviewer is a potential addition to your network of friends.

What do you say if you were fired from your last job? Why say anything? If you were still working at your last job, you'd undoubtedly ask your interviewers not to contact your current employer. That's plain common sense. Your request will be strictly honored because people are generally decent, and because they've job-hunted more than once themselves. So your resume says you're still working wherever you worked last, you ask people not to contact your 'current' employer, and this whole sticky wicket disappears.

What if you're asked about your marital status and children? Why did the interviewer ask? Usually the question is a mask for a very necessary question: 'How long can we expect you to stay here?' If you're likely to leave next week or next month or six months from now, the time and effort put into training you for

the job won't pay off for the company. Answer *that* question. It's the question s/he meant to ask, and the one s/he has a right to ask.

What about stress interviews? The stress interview usually consists of firing tough questions, one after another, at top speed. To prepare for this, the interviewer will examine your resume in detail before you come in. Weak spots will be noted, and a whole series of questions will be prepared on each weak spot. Do you have an unexplained gap between jobs? Have you supplied no information on your marital status? Have you said you work as a secretary and in that capacity you write speeches for your boss? These kinds of things supply the food for rapid-fire questions which border on the insulting. The questions might go like this: 'What did you do in those six months between X and Y jobs? Travel to Europe? Take a vacation? Were you fired from X job? What for? How come you couldn't get along there? Why should I believe you can get along here? Why didn't you say whether you're married or not - are you from women's lib or something? How come you say you do these great and glorious things with sales programs when you're only a secretary? Don't you think you're overreaching yourself? Why do you think you can do this job? I don't see any evidence of it here.'

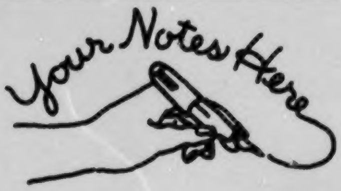
There are several reasons for giving a stress interview. Some interviewers use it because it rattles the job candidate and unvarnished truths pop out. Others use it because there's a lot of stress on the job and they want to see how you'll handle it. Still others give stress interviews because it's considered sophisticated.

Whatever the reason, keep your cool. If the questions rattle at you at 60 mph, there's no law that says you have to answer that fast. Take your time. The interviewer can't ask another question until you answer the last one. As you slow the pace, you bring calm to the situation. That proves what s/he wants to know. You can handle stress.

Of course, the same tough questions might be asked at a slow pace. If you've prepared your index cards well, you've anticipated most of them and gone over your answers long before the interview. If the interviewer thinks up some you didn't anticipate, answer thoughtfully and well. After the interview, start making notes on a new index card!

There are also the more subtle types of stress interviews. You may find you have a choice of two chairs when you walk in - one beside the desk, one in front. Pick the one beside the desk. It's a more equal position and it promotes an informal, friendly exchange instead of a formal, boss-to-applicant exchange. Your chair may be positioned so the sun is in your eyes. Reposition it, or ask the interviewer if you can pull the blinds. You may ask if it's alright to smoke, the interviewer may say it's fine, and after you've lighted up you may find there's no ashtray. Ask for one. What are you going to do - flick the ashes up your sleeve and grind out the cigarette in the palm of your hand? If awkward situations come up often, you can figure it isn't an accident. But remember, even this interviewer is on your side. You both hope you'll handle everything well!

How do you know all the right ways to handle things? You don't. Part of a good interview is finding out how you do handle things, naturally, as yourself. Of course, a lot of people don't give good interviews and you get off easy - you only encounter the situations you expected. But with those interviewers who are good, all you can do is be yourself. Sooner or later the chips have to fall. Either there's a good fit, a bad fit, or no fit between you and the organization. Best you should all find out sooner, not later.



Salary: how to negotiate

Chances are, you'll have to take the initiative. At some point the interviewer will lean back and say, 'What kind of pay are you looking for?'

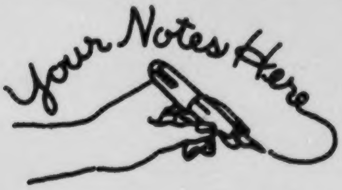
Of course, you've prepared. You know the range for this job. If you're a beginner, you know you'll probably get the bottom price. However . . . Don't ask for the bottom price. *Ask for about 10 percent more.*

The principle is, try to haggle. 'Negotiate' is the professional term. So you go into the interview with a range in mind: 'I'll ask for salary A, I expect to settle for B, and I won't take less than C.' Asking for A gives the interviewer a chance to bargain you down to B.

What if you cut through the games and just say you expect B? Bad idea! The interviewer, expecting to bargain, comes back with the standard reply: 'That's a little high. We had in mind something like $______.' (The figure is well below your B price, and probably below your bottom line.) You say firmly, 'I know that B is a fair price. I'm afraid I can't take less.' Now the interviewer's back is against the wall. It's a win/lose situation. If the interviewer meets your price, it involves a loss of face or a loss of pride. What manager wants to start off in a losing stance with a new member of the staff? The manager has only two choices now: suffer that loss of face, meet your price, and lose - or politely show you to the door. Guess which choice is the more likely? You'll lose every time in a win/lose situation. Set up a win/win situation. Add 10 percent to what you really expect, let the interviewer win by bargaining you down, and come out with the salary you expected all along - a win for you!

What if you're asking for an incredible jump over the salary you make on your current job? Before the negotiations begin, the interviewer will usually ask what you currently earn. Pad what you're making now - bring it up to your 'C' figure, the bottom price in your price range.

That sounds immoral, perhaps. But let's play it honest and check the morality of the events along the 'honest' route. Say you're making $6,500 on your present job. You know you should earn about $8,500 on the job you're interviewing for. That's your 'B' figure. So you add 10 percent and ask for

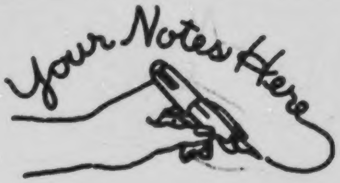


$9,350. The interviewer's eyes pop. 'That's about a 45 percent increase!' the interviewer says in honest shock. The truth is, the new company expects to give you an increase of 10 to 15 percent over your current salary. Based on your honest figure of $6,500, they're probably prepared to offer you $7,150, which is $1,400 less than you should get. And they'll start by trying to get you for $6,500. They'll ask, 'Why should we pay you a raise to come here to a new job where you'll have to be trained before you can even begin to be fully effective?'

Now the whole negotiation is off base in terms of the salary you ought to have for the job in question. If you keep playing it honest, you have only three options. (1) You can move down to $8,500 immediately and stand firm, creating a win/lose situation in which you will lose. (2) Tell them it's sex discrimination to pay you less than men who enter the field in this job. You're right, and if you take them to court you'll probably win. But that's no way to get this job. (3) Settle for $7,150 maximum, maybe even for $6,500. You lose. The worker who earns less than the job is worth is viewed by management as a 'lightweight,' less qualified than the other workers in the same job who earn more. Furthermore, your future raises are pegged to a percentage of your current paycheck, so you keep on losing year after year. If Dave Gregory works alongside you at the routine starting pay of $8,500, in a year he'll be raised $850 to $9,250. You'll be raised $715 to $7,865. If you start looking for another job and keep telling the truth about what you earn now, you'll get a maximum starting pay of $8,651 on the new job; if Dave also moves out, he'll start the next job at $10,175. The gap will continue to widen as years go on. And after a few years, the gap will be more than a matter of money. Say a promotional opening comes up. Who has the advantage: Dave, with his earnings of $10,000 or you who are stuck in the $8,000 range?

Of course, that entire story presumes that Dave is honest about *his* present earnings. The fact is, if Dave goes out job hunting, he will probably pad his current salary in order to get what he knows he ought to get when he starts at the next job. It's seldom written, though often passed along the verbal male grapevine: padding your current salary figure is usually necessary in order to move to the top of your field. It's necessary for a man because those standard 10 to 15 percent salary increases for a job move just don't keep him in the brackets that are suitable for his level of training and experience. It's doubly necessary for a woman who starts out at low, 'women's' wages. If she accepts the standard increases, she is forever tied to a wage which was discriminatory at the outset. That's moral? Not according to the courts, it isn't.

How come nobody catches up with all these salary lies? Elementary. Whenever you go for an interview, it's standard to ask that people refrain from contacting your present employer. They do refrain. Therefore, they don't check your current salary. If they were immoral enough to call your present employer and ask about salary, your present employer probably wouldn't give out the figures anyway. Companies jealously guard their pay rates from competitors. If the information gets out, a competitor can 'raid' the company, offer 10 percent more than the company pays, and hire away all the best employees. Companies are always mindful of that danger, and very suspicious of anyone who asks about salaries. Finally, if your interviewer made it through all the 'stop' points by some fluke and found out what your current salary is, you think your lie would come as a shock? Don't be naive. Your interviewer has been out on a few job hunts too, you know. It might provoke a grin, but no shock. The shock only comes when you're honest about your present pay, and seriously ask to be jumped 45 percent to a realistic starting price at your new job. *That's* shocking!



So how does a standard negotiating session go? The interviewer asks you to name your price. You name your top price - $9,350. (Practice saying it in front of the mirror ahead of time until it comes out in a matter-of-fact tone of voice.) The interviewer looks noncommittal and says carefully, 'That's a little more than we had in mind. We're prepared to offer $______.' (The figure is about 10 percent below what you expect to get - it's your bottom-line figure.) You say you can be a little flexible since the job sounds interesting. What kinds of fringe benefits do they offer? (Do *not* ask specifically about holidays and vacations. It sounds as if you're already planning to be away from your desk at every possible opportunity.) The interviewer waxes enthusiastic about the fringe benefits. Usually the interviewer mentions paid holidays and vacations at this point. You move down a little to $9,000, adding that you *do* need to earn good money. Support that with any facts of financial need you want to give. The interviewer says well, maybe the company would allow a little leeway here since you are obviously well qualified, but $9,000 is a little more than they usually pay at the point of entry. You ask what the policy is on salary reviews. Would they be willing to review your work in three to six months and raise you to $9,000 if they found you satisfactory? The interviewer thinks that might be arranged, and meanwhile would you be willing to start at $8,500? Good. You've both arrived at the figure you both had in mind all along.

What if the final offer comes in below the bottom of your range, at a price you've ruled out as unacceptable? You have two options. (1) Ask for a salary review in three to six months and, if your work is satisfactory, a raise to your asking price - not your midrange, 'B' price. That still leaves room to bargain, if they must - they can say that you'll get the review and if your work is satisfactory they'll raise you to the midrange price - $8,500 rather than the $9,350 you're asking. If you're not content to lose six months before you get to the salary you should have at the outset, you might be able to move the raise up to, say, $9,000 as the condition of your acceptance. Or there's your other option. If this ploy fails, you can (2) refuse the offer. Yes, you really can! It's risky, of course. You could lose the job. But if you do it in a friendly way with many regrets that you have to turn down such a good job, chances are they'll call back in a few days with a better offer. It happens all the time.

The harder they negotiate, the more you can feel certain that you are their top candidate by a wide margin. You think they go through all this with every candidate? With some candidates, they don't discuss salary at all. (That amounts to a flat 'no' decision in the interview.) With most candidates, they ask about past salary and the candidate's asking price, and note this information in the margin of the resume but make no comment. (That amounts to 'maybe' - we'll get to the bargaining later if this is the candidate we choose.) Whenever they move on to bargain with you, they're saying 'We want you.' Of course, they'll probably tell you you're running neck-and-neck with another excellent candidate. That's a standard ploy. But if they're bargaining hard, don't believe it. You're about to get a new job. The more they fuss about what you're going to earn, the more set they are on a decision that you will do the earning!

Be flexible on your price. Remember, if $8,500 is the standard entry price, you don't have to hit it on the nose in order to consider that you're entering on the right foot. There's some 'give' in any salary range, on the company's side as well as on your side. Take the $8,500 as an average. Unless it's a unionized job, chances are that some people enter this job at $8,000, others come in at $9,000, and others come in at all stops between. If you hit any of the stops in the standard entry range, you've negotiated well. If you come in at the top of the range, you've done a fantastic job. But don't insist on it.

Finally, be honest. You may think that if it's okay to pad your past salary or hide a firing, you're expected to lie about other things as well. Absolutely not! There are two areas where it's expected you will shade the truth a bit, and those are the two. On all other topics - repeat, all other topics - tell the absolute truth. Pick the best parts of the truth, of course - the facts which will advance you toward your goal. But only the facts. People accept horse traders; they don't accept liars.

The difference isn't clear to you? Let's use the horse trading analogy. You're in a selling position. From a business point of view, a seller who points out the weak spots in the product is somewhere between naive and completely crazy. You're going to tell the buyer that the horse has broken its leg in three places? Of course not. You're going to point out the beautiful lines, the high spirit, the sound teeth. It's up to the buyer to find out about that leg (and you're not going to leave a string of clues which will lead the buyer to our veterinarian's office, either). That's bargaining. It's a game, there are rules, you're following the rules, and everyone is having fun. On the other hand, you may not tell the buyer that this horse is a fine African elephant, just the thing for display in his zoo. That definitely breaks the rules. Quite bluntly, it's fraud. Know the difference and never step over the line. ■

■ © Jon Chase, *Editor*

Career Planning and Job Hunting Resources

Employment Services

State Department of Employment Security
Building 4, Capitol Complex
Charleston 25305
348-2630

The Department of Employment Security maintains local offices throughout the state which counsel and test persons registering for work. The department provides comprehensive job placement services; disseminates labor information; conducts job analysis and other occupational services for employers; administers the Work Incentive Program providing training and job placement assistance to participating welfare recipients; assists special application groups; conducts a farm placement program; and searches out chronically unemployed persons to acquaint them with service that would help them become employable. Addresses and phone numbers of local offices can be found in the phone book.

Publications *

Alumnae Advisory Center, Inc.
541 Madison Ave.
New York, NY 10022

Although primarily serving college graduate women in the New York City area, the Center also publishes booklets, fact sheets on specific jobs, and audio cassettes on job hunting and interviewing. Write them for the following publications: 'How to Write Your Resume' ($2.50); 'How Not to Write Letters of Application' ($1.75); 'The Job Interview' ($1.50); 'How to Prove You Can Do the Job' ($2.95); 'Data processing Explained' ($1.50); 'How to Write Successful Job Resumes' (audio cassette, $10); 'How to Write Letters of Application - That Pull' (audio cassette, $11); 'How to Make Your Job Interviews Bring Job Offers' (audio cassette, $12); 'List of Job Fact Sheets' (free).

The Ambitious Woman's Guide to a Successful Career
Margaret V. Higginson and
Thomas L. Quick
AMACOM, New York, NY, 1975.
$9.95 (hardcover)

For the woman who needs practical advice on job hunting, building confidence, speaking effectively, and developing career goals, this book provides answers in a no-nonsense approach. More than half of the book is devoted to administrative problems, such as handling peers and subordinates, and avoiding paternalistic bosses. For women who enter business in an entry-level managerial position, this book will be invaluable.

Business World Women
University Communications, Inc.
P.O. Box 1234, Rahway, NJ 07065

Designed for college senior women, this quarterly publication introduces readers to postgraduate on-the-job training programs of selected companies. It discusses careers in broadcasting, banking, retailing, and other fields, and includes interviews with women in corporations and businesses. A free resume service (form included in each issue) allows interested readers to contact companies that advertise in the magazine. Recommended for the in-depth interviews which offer descriptions of all field-related jobs, and the addresses of large public corporations. $1 per issue.

Catalyst
14 East 60 St, New York, NY 10022

Serving the college-educated woman interested in re-entering the job

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These listings excerpted with permission from The Women's Yellow Pages: Original Sourcebook For Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).

market, Catalyst has published a series of booklets on career planning, educational opportunities, and options within specific career fields.

Two booklets, 'Planning for Work' and 'Your Job Campaign,' use the workbook format and are excellent aids. The reader assesses personal strengths and interests, keeps a log of how time is currently spent in the home, and analyzes reasons for seeking a professional job. 'Your Job Campaign' discusses full-time versus part-time work and realistically examines such options as job-pairing, and split-location or split-level positions.

Catalyst has also published 27 booklets on career opportunities in fields such as art, counseling, fund-raising, law, publishing, and urban planning. Each of these booklets is prepared in conjunction with a representative of that field, and examines the job responsibilities, salary range, and outlook for future employment. These booklets are an excellent source of information on employment options for women.

Everything a Woman Needs to Know to Get Paid What She's Worth
Caroline Bird
Bantam Books,
New York, NY, 1974.
$1.95 (paperback)

For the woman who wishes to leave the 'female job ghetto' of boring, low-paying jobs and embark on a career, that is, a job that allows her to develop her talents and salary to the fullest, this book offers suggestions from women who have made the transition. Subjects include breaking into traditional male strongholds, promotion strategies, self-employment, affirmative action and unions.

The question-and-answer style often makes the reading choppy and difficult, but the examples given are interesting. Excellent resource section - one of the book's redeeming features. Recommended only as an addition to the more traditional sources of job information.

Getting Yours: How to Make the System Work for the Working Woman
Letty Cottin Pogrebin
Avon Books, New York, NY, 1975.
$1.75 (paperback)

This book is helpful for the married woman entering or reentering the work force. Issues such as adjustments in family roles, social routine, and fiscal responsibility are handled well, along with more typical sections on discrimination and the job hunt itself.

The postscript is excellent, with a strong reference section on counseling and employment services, publications and organizations, career sampler, and a witty piece by the author's husband describing the joys of being known as 'the husband of.' Recommended especially for married women contemplating entering the job market.

Go Hire Yourself an Employer
Richard K. Irish
Anchor Press (Doubleday)
New York, NY, 1973.
$2.95 (paperback)

This book provides helpful techniques for successful job interviewing. Less emphasis is placed on career planning and resume preparation. It is recommended that this book be used with *What Color is Your Parachute?* by Richard Bolles *(see listing in this section)*.

How to Decide: A Guide for Women
N. T. Scholz, J. S. Prince,
and G. P. Miller
College Entrance Examination Board
New York, NY, 1975.
$5.95 (paperback)

A helpful workbook for any woman who wants to evaluate, plan and take action to make her life more satisfying. Exercises dealing with values clarification and assertiveness, as well as exploring one's need for both certainty and risk can aid in the decision-making process. The workbook includes a useful bibliography and a helpful list of national and state women's organizations and centers.

How to Go to Work When Your Husband is Against It, Your Children Aren't Old Enough, and There's Nothing You Can Do Anyway
Felice N. Schwartz, Margaret H. Schifter, and Susan S. Gillotti
Simon and Schuster
New York, NY, 1972.
$2.95 (paperback)

This Catalyst publication helps the mature woman about to reenter the job market, usually on a part-time basis, to determine her accomplishments and evaluate her interests.

The outstanding section of the book is an analysis of 52 professions: where jobs can be found, training necessary, aptitudes and abilities expected, projected earnings, and possibilities for part-time employment. Resume preparation, interviewing, volunteerism, and entrepreneurship are also discussed.

If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else
David Campbell
Argus Communications
Niles, IL, 1974.
$1.95 (paperback)

This involving book helps the reader assess skills and talents. There are colorful illustrations and thoughtful humor.

Money Magazine Guide to Jobs and Careers
Money Readers Service
Time and Life Bldg.
541 North Fairbanks Ct.
Chicago, IL 60611

Thirty-page collection of articles reprinted from Money magazine and published in 1975. Subjects include how to write a resume, how to take employment tests, and how to weigh a job offer. Two excellent articles deal with women returning to the work force. Useful for experts' advice.

Moving Up: How to Get High Salaried Jobs
Eli Djeddah
Ten Speed Press, P.O. Box 4310
Berkeley, CA 94704

Although written from a man's perspective (read the chapter, 'A Word About Wives'), this is a valuable publication for its suggestions on preparing resumes and letters for potential employers. Included are strategies for answering hostile interview questions and techniques for raising a beginning salary.

Recommended as an additional reading to *What Color is My Para-*

chute? by Richard Bolles and *Go Hire Yourself an Employer* by Richard Irish *(see listings in this section)*. Published in 1971, $3.95 (paperback).

Occupational Outlook Handbook 1978-1979 Edition (Bulletin #1955)
Bureau of Labor Statistics
U.S. Department of Labor
3535 Market St, P.O. Box 13309
Philadelphia, PA 19104

Available in nearly every town and city library, this annual publication analyzes more than 600 occupations. It presents labor statistics for numbers of persons presently employed in each field as well as the numbers needed in the near future, and examines working conditions (e.g., health hazards) and range of salaries. It also explains the educational training and/or experience necessary to qualify for each job.

The handbook ($7) is supplemented by the *Occupational Outlook Quarterly* ($4.30 for a yearly subscription). Also, a series of free brochures compiled from the *Occupational Outlook Handbook* list and describes jobs according to the education and training required: high school, junior college, technical institute (or other specialized training), and college. Another brochure lists jobs where a high school education is preferred but not essential. These are available from the Bureau of Labor Statistics.

A 'Starter' File of Free Occupational Literature
Leonard H. Goodman and
Ann Garrett
B'nai B'rith Career and
Counseling Services
1640 Rhode Island Ave, NW
Washington, DC 20036

This booklet lists the titles and addresses of free occupational brochures and pamphlets. The booklet can be used as a guide toward building a complete file for counseling centers, or individual materials can be requested. Over 100 occupations are included. Write for current price.

Sylvia Porter's Money Book
Sylvia Porter
Doubleday & Co.
Garden City, NY, 1975.
$14.95 (hardcover)
Avon Books, New York, NY, 1976.
$5.95 (paperback)

This book has an informative section on the basics of finding a job and planning a career.

What Color Is Your Parachute? A Practical Manual for Job Hunters and Career-Changers
Richard Nelson Bolles
Ten Speed Press, P.O. Box 4310
Berkeley, CA 94704

Perhaps the most helpful book on job-hunting techniques available. Bolles provides written exercises for determining interests, skills, weaknesses, and career goals, as well as a critical evaluation of counseling firms. Extensive appendices include listings of recommended books, career counseling and job placement agencies, and other resources. With this book try the 'Quick Job-Hunting Map,' also by Richard N. Bolles, a 23-page workbook, available from Ten Speed Press for only $1. The revised edition of the book costs $4.95 (paperback).

Woman's Work Book
Karin Abarbanel
and Connie McClug Siegel
Praeger, New York, NY, 1975.
$4.95 (paperback)

The advice in this book on job hunting is not particularly helpful and the book is not recommended as a manual for developing long-range career plans. The appendices, though, are helpful. Included are listings of occupational organizations, career counseling services, educational opportunities, government publications and services, women's centers, newsletters, magazines, books, and job rights for women. Recommended as a reference source only.

Women's Bureau
Employment Standard Administration
U.S. Department of Labor
3535 Market St, Rm. 15230
Philadelphia, PA 19104

Established in 1920, the Women's Bureau assists working women in improving their working conditions and eliminating sex discrimination. The Bureau initiates conferences on such topics as discrimination, equal pay, and day care.

Some outstanding publications of the Bureau are: 'Careers for Women in the 70s' ($.50), a look at occupations with the largest number or expected openings; 'A Working Woman's Guide to Her Job Rights,' a convenient guide to maternity leave, equal pay, unemployment insurance, union benefits, and social security benefits; and 'Women and Work,' a free monthly newsletter of important work-related issues. A useful and free booklet, 'Job Finding Techniques for Mature Women' (pamphlet #11) describes the 'self-inventory,' resume writing, effective interviewing and other job hunting procedures. Its list of organizations and suggested readings, though, are somewhat dated.

Perhaps the most valuable publication for any woman is the *Handbook for Women Workers*. This massive book covers wages, training opportunities, labor laws, and maternity leave. It also lists all the state agencies handling women's issues, sources on women's organizations, and the Department's publications. The book is valuable for assessing the conditions of women in any occupation or for gathering statistics.

You can request a seven-page pamphlet on major publications of the Women's Bureau (pamphlet #10) and also receive notices of future publications, by writing to the above address.

Women: The Recruiter's Last Resort
Dina Portnoy
RECON, Vol. 2, No. 9, Sept, 1974
P.O. Box 14602
Philadelphia, PA 19134

A 40-page pamphlet by women who have enlisted in the Armed Forces. It describes recruiters' techniques, the recruits' subsequent disillusionment, and the overt goal of the service to train women to 'service' men. Useful for any person considering enlistment, though one should keep in mind the author's bias. An excellent annotated bibliography includes military newsletters, articles, books, and exposes of recruitment methods. $.75 ■

A Woman's Guide to Social Security

by Barbara C. Williams

Almost all Americans - women, men, and children - have social security protection, either as workers or as dependents of workers. This guide is about those social security provisions that are, or can be, of particular interest to women: those who work and those who don't, single women, married women, mothers, widows, divorced women. All women. If after reading it you want more information, ask for a copy of 'Your Social Security' at any social security office.

While you work

A woman who works earns social security protection not only for herself but also for her dependents. Even if she is single and has no dependents, the social security credits she earns while she works count toward monthly benefits for the family she may have in the future.

You have social security disability and survivor's insurance protection while you are working. This means that monthly benefits would be payable if you become disabled or die after having worked long enough under social security.

If you become disabled and can't work for a year or more, you can get disability checks. Your disability payments would start with the sixth full month of your disability (there's a five month waiting period for disability benefits) and would continue as long as you are disabled. When you've been eligible for disability payments for two consecutive years, you will also have Medicare protection.

(A note about Medicare: While you work you also earn credits toward Medicare protection for yourself and your dependents, in the event that you or they ever need dialysis treatment or a kidney transplant for permanent kidney failure.)

Your children can get benefits, too, when you're disabled. Under the social security law, the term 'children' includes stepchildren and legally adopted children. Monthly checks are payable to unmarried children who are under 18 (or under 22 if they are full-time students), and to children who become disabled before age 22 and remain disabled.

Both your widower and your children can get monthly survivor's checks if you should die. Survivor's checks may be payable even if you only have one and a half years of work in the three years before you die. A lump-sum death payment of $255 can help pay for funeral expenses.

If you have dependent parents 62 or older, they also may be eligible for payments if you die.

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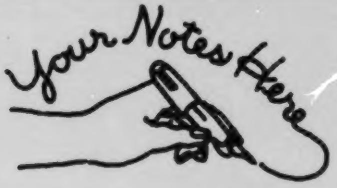
■ Susan Meiselas, *Charleston Garment Company, Nitro, West Virginia* © Magnum Photo, Inc.



If you are getting disability benefits, your husband also qualifies for payments if he is 62 or older. To get survivor's benefits if he doesn't have young children in his care, he must be either 60 or older, or between 50 and 60 and disabled.

If you interrupt your career

To get any social security benefits, you need credit for a certain amount of work. The amount of credit you need generally depends on your age when you become disabled, die, or retire. If you stop working before you earn enough social security credits, no benefits will be payable. But credits you have already earned remain on your work record, and you can always go back to work and earn any additional credits you need to get benefits.

This rule applies to both women and men. But it's particularly significant to a woman simply because often she chooses to stay home while she's raising children.

One thing to keep in mind, though, is that the amount of any monthly benefit payable on your record could be affected by years of no earnings. The amount of your benefit - and your family's benefit - is based on your average earnings over a period of years. If several years of no earnings (or low earnings) have to be included in figuring your average earnings, then your benefit may be lower than what it would be if you worked throughout your life.

When you retire

You can retire as early as age 62, if you want to take reduced benefits. Payments to people who retire before age 65 are permanently reduced to take into account the longer period of time they get checks.

If you wait until age 65 to retire, you get full retirement benefits.

If you're married, you can get retirement payments either on your own record or on your husband's, whichever will pay the larger benefit. Whenever a person is eligible for benefits on more than one work record, the benefit payable is equal to the larger amount. (This same rule applies to children who are eligible for benefits when their parents retire.)

Of course, if you've worked all your adult life and had high earnings, it's likely that your own benefit will be higher than a nonworking wife's benefit. At 65, a wife gets 50 percent of what her husband is entitled to at 65. On the other hand, if you stopped working for several years or had low earnings, the wife's payment may be higher. When you apply for retirement benefits, the people in the social security office can tell you whether your own record or your husband's will pay the higher amount.

A wife who has earned her own social security credits also has certain options at retirement. For example, suppose your husband continues to work past 65 and earns too much to get benefits. Or, suppose he's younger than you. You can go ahead and retire

■ Jodi Cobb

on your own record. Then, when he retires, you can take wife's payments if they would be higher.

Or, regardless of your husband's age. you can take reduced benefits on your wage record before age 65. But remember, your payment will always be reduced - even if you take reduced benefits on your own record and then take wife's benefits when your husband retires.

(Note: Your husband can get retirement benefits on your work record only if he is at least 62.)

Finally, there's Medicare. If you are entitled to monthly social security benefits - you will have Medicare's hospital insurance protection automatically at age 65. If you're not entitled to benefits, you'll need some credit for work under social security to get hospital insurance without paying a monthly premium.

To get Medicare's medical insurance, you enroll for it and pay monthly premiums.

What the homemaker should know

What about the woman who chooses to make her home and family her career? She and her family have social security protection through her husband's work, and they can get benefits when he retires, becomes disabled, or dies.

Regardless of your age, you can get payments when your husband becomes disabled or retires if you are caring for a child under 18 or a disabled child who is entitled to benefits.

If you don't have a child in your care, you must be 62 or older to get benefits when your husband becomes disabled or retires.

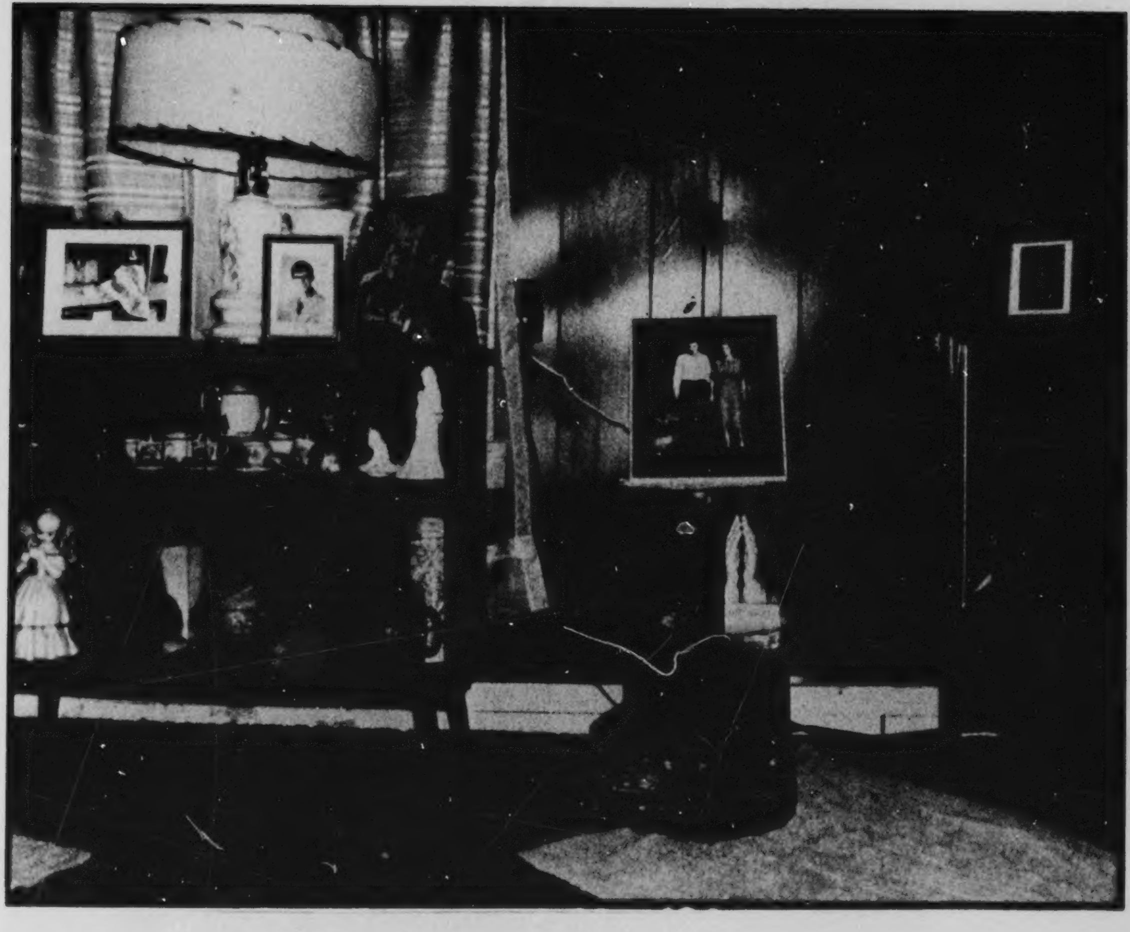
If you get retirement benefits before 65, the payment amount is reduced. If you wait until 65, you get the full wife's benefit, which is 50 percent of the amount your husband is entitled to at 65.

You also have Medicare protection at 65. If your husband is entitled to monthly benefits, both of you will automatically have Medicare's hospital insurance, and you can enroll for medical insurance. You will have Medicare at age 65 even if your husband is deceased, provided he would have been entitled to benefits or had worked long enough under social security.

Young widow with children

You can get a widow's benefit at any age if you are caring for a child who is under 18 or disabled and entitled to benefits.

■ Anita Sperber



■ © Rosalyn Gerstein, *Garnett's House, Cabin Creek, West Virginia*

Survivor's benefits on your husband's record are also payable to unmarried children under 22 who are full-time students.

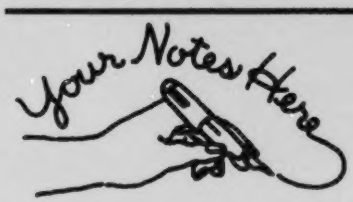
Your benefits will stop when you no longer have a child under 18 or disabled in your care. Usually, your benefits also will stop if you remarry before age 60. But, benefits to your children will continue as long as they remain eligible for payments - regardless of whether you remarry.

Older widow

Even if you do not have dependent children when your husband dies, you can get widow's benefits if you are 60 or older. The amount of your monthly payment will depend on the age at which you start getting benefits and the amount your deceased husband would have been entitled to or was receiving when he died.

Widows benefits range from 71½ percent of the deceased husband's benefit amount at age 60 to 100 percent at 65. So, if you start getting benefits at age 65, you'll get 100 percent of the amount your husband would be receiving if he were still alive.

If you're disabled, you can get widow's benefits as early as age 50, but your payment will be reduced.



Remarried widow

Ordinarily, a widow loses her social security rights when she remarries. But, if you remarry at 60 or older, your widow's benefits could continue without any reduction in the amount.

If your new husband gets social security checks, however, you can take a wife's benefit on his record if it would be larger than your widow's payment.

Divorce

You can get benefits when your ex-husband starts collecting retirement or disability payments if you are 62 or older and were married to him at least 10 years.

You may also get payments if your ex-husband dies, provided you are 60 or older (50, if you're disabled) and you were married 10 years or more or you have young children entitled to benefits on his record.

Medicare for widows

If you are fifty or older, and you become disabled while getting checks because you have young children in your care, contact your local social security office about eligibility for Medicare. Even though you haven't filed a claim for payments based on the disability (since you are already getting payments as a mother), you could be eligible for Medicare protection if you have been disabled for two years or longer.

Public pension offset

Social security benefits payable to you when your husband retires, becomes disabled, or dies may be reduced by the amount of any pension or annuity you receive based on your work in non-covered public employment.

The offset provision does not apply to wives or widows who would be eligible for public pensions by December, 1982, and who qualify for social security dependents' benefits under the law in effect on January 1, 1977. For more information, call any social security office.

Household workers

In most jobs, social security contributions are taken from your pay automatically. But this may not be the case with household workers. Household workers include babysitters, maids, cooks, cleaning women, laundry workers, gardeners, handymen and chauffers - anyone employed in or around someone else's home.

If you are a household worker and you earn cash wages of $50 or more - including cash transportation expenses - in a three-month calendar quarter, your wages are covered under social security.

You should show your employer your social security card and tell him/her to deduct social security contributions from your wages. If you don't you won't get social security credit for your work. And if you don't have enough social security credits, you and your dependents won't be able to get monthly benefits on your wage record when you retire or if you become disabled or die.

If you employ a household worker, it's your job to see that wages you pay are properly reported. You must deduct social security contributions from wages, pay an equal amount as the employer and at the end of each quarter send them to the Internal Revenue Service with a report of total wages paid. The report form, 'Employer's Quarterly Tax Return for Household Employees (for Social Security),' is available at any IRS office.

For more information about household employees, ask for a free copy of the leaflet, 'Social Security and Your Household employee,' at any social security office.

If you change your name

One important thing to remember about social security is to make sure that your social security record shows your correct name. This is particularly important if you are employed because your employer reports your earnings under the name you give him/her.

Whenever you change the name you use in employment - whether because of marriage, divorce, or other reasons - you should report the change to the social security office. Otherwise, your earnings won't be properly recorded and you may not receive all the social security credit due you for your work.

Of course, if you continue using your maiden name after marriage, as many women do today, you don't have to report your marriage. Just be sure you use your maiden name consistently throughout your employment. Even if you don't work, you should report any name change so that your record will show the correct name when you apply for benefits. To report a name change, all you have to do is fill out a 'Request for Change in Social Security Records.' You can get this form at any social security office.

Any time you have questions or need additional information about social security or if you want to apply for benefits, just call the nearest social security office. The phone number is listed under Social Security Administration in your local telephone directory. ■

Work Profile: How to Become a Coal Miner

by Benita Whitman

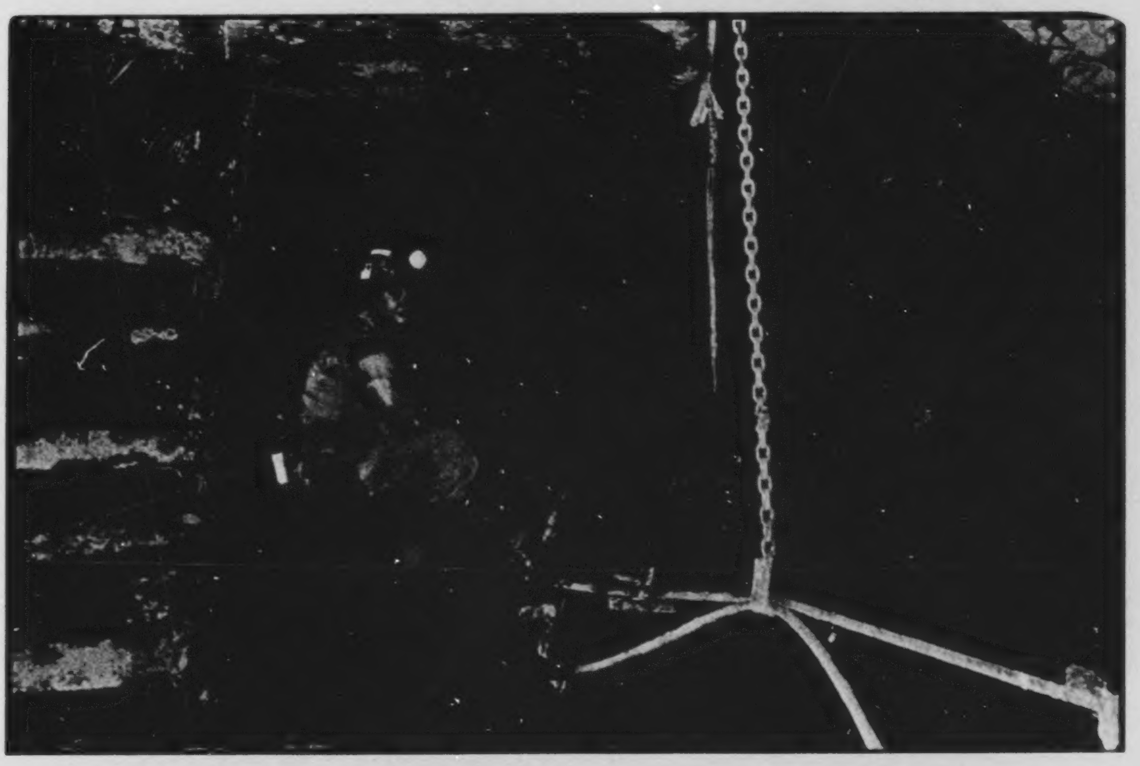
Coal mining is the major nongovernmental industry in West Virginia. Women are entering this industry in growing numbers. Today, there are between 80 and 100 female coal miners in West Virginia; as recently as 1973 there were none.

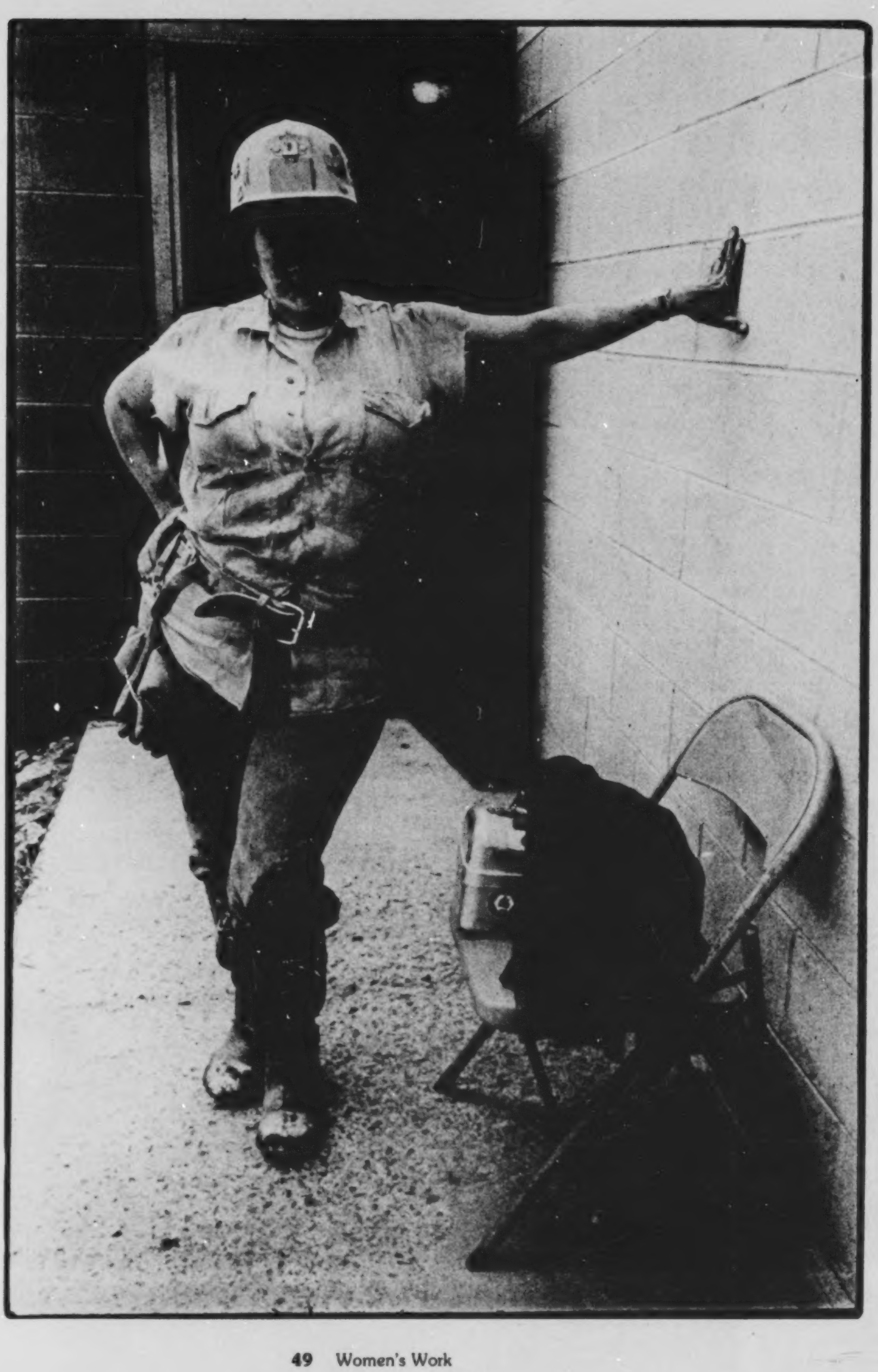
Coal mining offers wages and benefits higher than those paid in most traditional women's jobs. However, coal mining is hard, dangerous work. It demands heavy physical labor and mental awareness. A coal miner is exposed to health hazards such as coal dust, which causes black lung disease.

It is now illegal for a company to refuse to hire a woman because of her sex. Women have the right to choose an occupation and, if they meet the job qualifications, to work in that occupation. Job openings in coal mining, though, are not numerous and are difficult to land, whether man or woman.

After considering all this, if you would like to be a coal miner, here are the steps you must follow to get hired.

■ Picture credits p. 48: © Rosalyn Gerstein. *Deena Lewis at the Belt;* p. 49: © Rosalyn Gerstein, *Dorothy Keene, Coal Miner*





Training

A recent West Virginia law requires eighty hours of safety training for underground mining and forty hours for surface mining before a new miner can begin work. Most companies will only hire a person after completion of an approved training course. Some large companies offer their own training and so will hire a person without a training course certificate. Be alert for discrimination if a company tells you they require a training certificate but you know they do their own training. The United Mine Workers of America, which represents most West Virginia coal miners, has nothing to do with hiring or training new workers.

Training courses are offered by public vocational-technical schools throughout the coal fields. To apply to take the course, call the nearest vocational-technical school and put your name on the waiting list. There is no charge for the course. You do not need a high school diploma, or know how to read or write. Tests will be given orally if necessary. At the end of the course, the

■ Susan Meiselas, *Miner at the Tipple* © Magnum Photos, Inc.

■ © Rosalyn Gerstein, *Gayle, Deena, Robin at Farrell Mine*

West Virginia Department of Mines gives an exam and anyone who passes the test gets a training certificate. The Department of Mines also monitors the training programs. If you have problems with a training program, call the Training Director's Office, West Virginia Department of Mines, Morgantown 26505, 292-6861, or a Department of Mines office in your area.

West Virginia Job Services, located at 211 Broad St, Charleston 25301, 344-3471, provides a miner training program twice a year. This program is sponsored by the state Department of Employment Security and will pay you $92 per week while you train. To be eligible, you must have been unemployed one calendar week and be willing to work underground. This training lasts twenty-four weeks - forty hours per week and five days a week. The program helps place people it has trained in a coal mining job.

Applying for a job

Once trained, go to the personnel office of each coal company for which you'd like to work, and fill out a job application. Usually there is a waiting list on which your name will be placed. The company may also send you to a doctor of its choice for a physical examination. The company is not required to hire people on a 'first come, first served' basis. However, it is required to hire without discrimination based on sex, race, religion, or nationality.

■ © Rosalyn Gerstein, *Robin Harless, Finishing the Day Shift*

How to detect discrimination

Often women comply with all the requirements but are still not hired because they are women. This is illegal. After applying for a job at a coal company, check back a week later, then again a few weeks later to see if anyone has been hired. If you think the person hired had applied after you or if you were given the run-around, such as being told the company is not taking applications or can't call you for six months, you may be a victim of discrimination. You then should call, write, or visit in person the West Virginia Human Rights Commission, Professional Building, 1036 Quarrier St, Charleston 25301; 348-2616. The commission will investigate and prove the charges true or false. A complaint with the Human Rights Commission must be filed within ninety days of the time you are discriminated against. *(See also 'How to Recognize Sex Discrimination' and 'Laws Against Discrimination in Employment' in this chapter.)*

There are other forms of discrimination besides the coal company's hiring policies. You might be told by the vocational-technical school that classes are full. If you are a high school student, your school may not ask women students if they want mining training. Also, if mine recruiters visit the school, you may not be allowed to speak with them.

A claim with the Human Rights Commission can take a long time to resolve. You may also want to retain your own legal representative. *(See the Law chapter in this book on selecting legal services.)*

After you are hired

For the first six months you are considered an apprentice miner. You wear a red hard hat so everyone in the mine will know your status. As an apprentice you cannot work by yourself, but will be assigned to work with a certified miner. You also cannot work on any machinery. The majority of coal mine accidents happen while a coal miner is an apprentice. During this time it is the mine operator's responsibility to insure effective supervision of your work and instruct you in safe coal mine practices. If he fails to do this, he is guilty of a misdemeanor and may be fined from $50 to $500. If you have any problems such as being assigned to work by yourself, contact your UMWA local representative or the Department of Mines.

After six months as an apprentice you take a test given by the Bureau of Mines. The test covers practical knowledge. If you pass the test, you receive a certificate of competency. To work in West Virginia coal mines, you must be certified. If you fail the test, you may request a hearing with the director of the Department of Mines within ten days after you receive such notice. S/he will review your situation.

During your first six months, you will probably be given laboring work to do. You may also be moved around to different jobs. This is permissible. You must do the work expected of new workers. Being exempted from hard work because you are a woman is discriminatory and illegal.

UMWA membership

Most West Virginia coal mines are unionized. The UMWA represents the coal miners in a union shop. This means that to work in the coal mine, you must join the UMWA once you are hired.

■ © Rosalyn Gerstein, *Gayle Running the Buggy*

When you are hired by a coal company, you will sign tax withholding forms. At the same time, you sign a card authorizing the company to withhold union dues and other contributions to other special funds a local union may have, such as a burial fund.

Within thirty days you must be initiated during a local union meeting. This usually takes place at the next local meeting held after you are hired.

The UMWA handles grievances for you, including safety issues. Its contract with the coal operators guarantees a seniority system for promotion, and a job classification system so you cannot be made to do work not called for in your job description. ■

■ © Rosalyn Gerstein, *Deena Lewis in the Farrell Mine*

■ Special thanks to the Westmoreland Coal company for their cooperation.

Fact or Fiction: The Truth About Women Workers

by Susan Kelley

■ © Jon Chase

Myth: Most women work simply to make 'pin money' or for personal fulfillment.

Fact: Women work because they need the money. Seventy-one percent of all women workers are either single, widowed, divorced or have husbands who earn less than $10,000 per year. Over half of all West Virginia women workers are married and live with their husbands.

Myth: Women work only for a few years until marriage and children remove them from the work force.

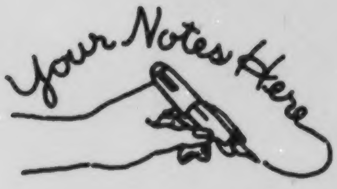
Fact: Women are having fewer children today, and women with children are less likely to leave the work force. Of all mothers with children under six, 37 percent were working at some time during 1974. (However, the severe lack of quality, affordable day care makes it very difficult for the mother to enter the work force.)

Myth: Women are less educated than men.

Fact: The average woman worker is as well-educated as the average male worker, both having a median of 12.4 years of formal education.

Myth: Women quit jobs more than men do.

Fact: Statistics show that women hold jobs for shorter periods of time, but this is caused by the poor employment situation of women. For both men and women, the shortest job tenure is among those with low-skilled and menial jobs, and the longest tenure among those with skilled, professional or managerial jobs. ■



How You Can Recognize Sex Discrimination

by Susan Kelley

To file a complaint about sex discrimination, you do *not* need proof that you have been discriminated against. You need only to suspect it. It is the job of the Equal Employment Opportunity Commission and the Human Rights Commission to use the law to get at the truth. However, there are some tell-tale signs that something may be wrong. If you find yourself in any of the following situations, you are probably being discriminated against because of sex.

Job hunting

☐ You are told first about clerical work and have to ask about other jobs that might be open. Your application form asks about clerical skills and no others.

☐ Your application form is different from the one given to men. (Sometimes it might ask the same questions, but is of a different color according to sex.)

☐ The ad in the paper that advertised the job uses a sex-classified term or asks for one sex or the other.

☐ The interviewer uses terms like 'Honey' in addressing you or talks down to you.

☐ The interviewer tries to push you into a more traditional 'woman's' job.

On the job - your working conditions

☐ After you have worked for several years, taken time off for children, and returned to work, you are hired at the same pay as an inexperienced worker.

☐ Most jobs at your work place are held either by men or by women, but rarely are job titles evenly divided.

☐ The jobs that men hold have a greater chance for promotion than those held by women.

☐ A new job that you feel certain you could perform has height, weight, or physical strength requirements that you know most women could not meet.

☐ You are told not to bother to apply because they are looking for a man.

☐ You are denied a job because they already have one woman in that job title.

☐ Your attitude is called 'too aggressive' while male coworkers are praised as dedicated and ambitious when they act in the same way as you.

Salary and wages

☐ A woman is required to do more work or more complex work than male employees in similar jobs who are paid the same or more than the woman.

☐ A woman is not hired, appointed, or promoted to a job, but a man with less tenure and experience is.

☐ A woman has trained men to fill jobs that are higher than her own.

☐ A woman supervises male employees who earn more than she does.

☐ A woman is hired or promoted to a job previously held by a man and she is paid less than he was. A man is hired or promoted to a job previously held by a woman, and he is paid more than she was.

☐ A woman is salaried as a secretary, but actually performs administrative, technical or other higher-paying work, and when she complains, is told that she earns a good salary for a secretary. ■

■ © Cary Herz, *Geraldine Miller, Household Technician*

Laws Against Discrimination in Employment

The Law	**Title VII, Civil Rights Act of 1964**: You may not be discriminated against because of sex, color, race, religion, or national origin in any of the following conditions or aspects of employment - advertising, benefits, hiring, discharge, lay-off, promotion, demotion, exclusion, job classification, qualifications and testing, recall from lay-offs, reprisal after filing a complaint, segregated facilities, training, union representation, and seniority.	**Executive Order 11246 as amended by Executive Order 11375**: Discrimination is prohibited in employment including wages, hiring, promotion, and benefits. However, present guidelines do not require contractors to provide the same benefits for maternity as are provided for other temporary disabilities. Contractors are permitted to maintain fringe benefit policies which have a differential effect on persons because of their sex, so long as the contractor makes equal contributions for both groups.
Who is Governed	Any employer who has more than fifteen employees, except private, nonprofit organizations, politicians, civil service employees.	Employers and institutions which have contracts with the federal government in excess of $10,000, and their subcontractors.
Enforcing Agency	Equal Employment Opportunity Commission (EEOC), 1000 Liberty Ave, Pittsburgh, PA 15222, 412-644-3444	Department of Labor, Office of Federal Contract Compliance Programs (OFCCP), 3535 Market St, Gateway Building, Philadelphia, PA 19104, 215-596-1213.
Complaint Procedure	Call or visit the regional office. You must fill out a charge form giving the specific reason for the charge and the company's name. The agency will investigate it for you and keep all details confidential. Be aware that EEOC must defer complaints to state and local fair employment agencies. These agencies are given 60 days to resolve the complaint and if they fail to do so, it is returned to EEOC.	Write a letter directly to OFCCP or the compliance agency. No special form is required. The agency should review it within 60 to 90 days. The compliance agency notifies OFCCP if no discrimination is found. If a finding of discrimination is made, the agency issues a notice to the contractor requiring it to show why sanction proceedings should not begin. In practice, the compliance agency first tries to negotiate with the contractor to cure the violations. Because there is a time limit of 180 days for filing complaints, it is recommended that you file your complaint with EEOC at the same time you file with OFCCP.
Effectiveness	Best for class action suits and unique cases. If EEOC cannot bring it to court, it will try to find an attorney who will handle it for you privately.	Rarely have federal funds been cut off from violators and generally, the order has not been very effective in curtailing discrimination.

Portions of this article were excerpted with permission from 'Federal Anti-Discrimination Laws' in The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).

Age Discrimination Act: Age may not be a factor in any aspect of the hiring process nor in the terms and conditions of employment. This act applies only to those between the ages of 40 and 65.	**Equal Pay Act**: You must be paid the same amount for jobs that are substantially equal - that is, the jobs require the same skills, effort, and responsibility regardless of classification. This act is concerned only with wages, not the opportunity for advancement. It is applicable only to jobs within the same company. You may not file because of wage differences between your company and another or because of wage differences in another branch of your company.	**The West Virginia Human Rights Act (Chapter 5, Article II, West Virginia Code)**: All citizens have an equal opportunity for employment, equal access to places of public accommodations, and equal opportunities in the sale, purchase, lease, rental and financing of housing accommodations or real property. You may not be discriminated against because of race, religion, color, national origin, ancestry, sex, age or blindness.
All employers.	All employers.	Any employer who has more than 12 employees.
Department of Labor, Wage and Hour Division. (West Virginia office: 22 Capitol St, Charleston 25301, 343-6181.)	Department of Labor, Wage and Hour Division. (West Virginia office: 22 Capitol St, Charleston 25301, 343-6181.)	The West Virginia Human Rights Commission, 1036 Quarrier St, 2nd floor, Professional Building, Charleston 25301, 348-2616.
Same procedure as with the Equal Pay Act.	Go to the Wage and Hour Division and fill out a form detailing your complaint. File as soon as possible after the alleged discrimination has taken place. There is a two-year limit placed on filing a complaint. Your name will be kept confidential unless you give written authorization. They will investigate and attempt conciliation.	Complaints may be filed at any commission office either by personal delivery or mail. The complaint must be filed within 90 days after the occurrence of the alleged discriminatory practice or act.
Generally good; they can and will take the case to court if necessary.	There is a minimum two-month wait for any wage discrimination suit.	After the complaint is formalized and notorized, and if the company responds accordingly, the complaint case may be closed in as little time as one week. If an investigation is necessary, there is a two to three month waiting period except for priority cases of discharge or reprisal complaints which are handled immediately.

Laws Against Discrimination in Employment

Continued

The Law

Rehabilitation Act of 1973, Section 504: You may not be discriminated against because of physical or mental handicaps or emotional problems. Examples of such handicaps include loss of hearing, sight or speech; loss of a body part; mental disorders such as mental retardation and some learning disabilities; emotional illness; drug addiction; and alcoholism. In the area of employment, this law provides that businesses must develop a grievance procedure for persons who feel that they have been discriminated against because of a handicap; perform self-evaluations to determine what changes need to be made in procedures and facilities to ensure that the handicapped are not discriminated against; take positive steps to employ qualified handicapped persons and pay, assign and give benefits to them on a basis equal to that applied to other employees. Elementary and secondary schools must locate all handicapped people in their area and give them an education that is appropriate to their needs and provide transportation for them at the same cost as charged other students. Institutions of higher education must also provide equal opportunities for handicapped students, including facilities, resources, programs, and financial aid. Health, welfare and social services cannot discriminate against handicapped people.

Who is Governed

Any educational institution or service agency that receives federal funds. Any employer that receives federal funds and employs fifteen or more people.

Enforcing Agency

Department of Health, Education, and Welfare, Director of the Office for Civil Rights, Washington, DC 20201.

Complaint Procedure

Send your complaint in writing to the Director of the Office for Civil Rights of HEW. Include your name, address, phone number; who was discriminated against; by whom was s/he discriminated against; who was harmed by this discrimination; who can be contacted for further information; and as much additional background as possible.

Effectiveness

Guidelines for compliance with the Rehabilitation Act were issued in 1977. Physical facilities must be in compliance with the Act by June 2, 1980. ■

Excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978) and New York edition, Carol F. Edry, Ed. (New York: St. Martin's Press, 1978).

Resources for Combatting Sex Discrimination

Local Human Rights Commissions

Charleston
Human Rights Commission
1218 Quarrier St, Charleston 25301
348-6880

Clarksburg
Human Rights Commission
City Clerk's Office, Clarksburg 26301
623-2936

Huntington
Human Rights Commission
1010 13 St, Huntington 25701
696-3111

Montgomery
Human Rights Commission
City Hall, Montgomery 25136
442-9394

Morgantown
Human Rights Commission
417 White Ave, Morgantown 26505
292-7757

Parkersburg
Human Rights Commission
P.O. Box 1348, Parkersburg 26101
485-5221

Princeton
Human Rights Commission
P.O. Box 135, Princeton 27470
425-9356

South Charleston
Human Rights Commission
City Bldg, South Charleston 25303
744-4334

Weirton
Human Rights Commission
Weirton Steel, Weirton 26062
797-2305

Wheeling
Human Rights Commission
City Bldg, Wheeling 26003
234-3609

Publications

Affirmative Action and
Equal Employment: A Guidebook
for Employers (No. 5215-00024)
U.S. Government Printing Office
Washington, DC 20402. $2.45

Affirmative Action Programs
for Women
Public Affairs Council
1601 18 St, NW,
Washington, DC 20009

Aimed at employees, this free booklet on affirmative action programs tells how to start them and where to go for assistance.

Fair Employment
Practices Commission
State of California, 1974
P.O. Box 603
San Francisco, CA 94101

This is a good compilation of materials, publications, laws and regulations relating to affirmative action.

Forgotten Five Million:
Women in Public Employment
A Guide to
Eliminating Sex Discrimination
Catharine Samuels
Women's Action Alliance, Inc.
370 Lexington Ave.
New York, NY 10017

■ © Rosalyn Gerstein, *Charleston Regatta*

Effective tool for recognizing and fighting sex discrimination. The book describes common employment problems, anti-discrimination laws, including federal regulations and Affirmative Action guidelines, and methods for organizing. A special section gives advice on how to strengthen documentation for discrimination complaints.
$5 (paperback)

Guidelines on Discrimination Because of Sex
Women's Bureau
U.S. Dept. of Labor
Washington, DC 20210

Handbook for OCAW Women
Katherine Stone
Oil, Chemical and Atomic Workers International Union, Denver, 1973

An excellent manual dealing with the problems faced by women union members. It discusses how unions can help fight sex discrimination.

Not Servants, Not Machines: Office Workers Speak Out
Jean Tepperman
Beacon Press, Boston, MA, 1976.
$8.95 (hardcover), $2.95 (paperback)

This book focuses on the problems women office workers face, and the tactics some are using to alleviate the situation. Primarily a collection of interviews, the book describes how to organize and expand unions or associations to fight discrimination on the job. Recommended resources, organizations, and unions in the appendix.

Project on the Status of Women
Association of American Colleges
1818 R St, NW
Washington, DC 20009
202-387-1300

Clearinghouse for information on women in higher education. The Project interprets federal education policy to colleges and universities and acts as a liaison between the feminist and educational communities. Project staff has written and compiled a voluminous amount of material with emphasis on federal policies.

Publications cover Title IX and other sex discrimination legislation, women's sports, women in film, fellowships, and a listing of U.S. women's centers. A monthly newsletter, 'On Campus with Women,' documents recent federal and collegiate action on women in education. All materials free.

The Rights of Women: The Basic A.C.L.U. Guide to a Woman's Rights
Susan C. Ross
Avon, New York, 1973. $1.25

This handbook includes a section on employment discrimination, reviews what companies may or may not do, and lists the steps you should take to file a complaint. Still helpful, although somewhat outdated.

Womanpower
Betsy Hogan, Ed.
Betsy Hogan Associates
222 Rawson Rd.
Brookline, MA 02146

A monthly newsletter concerned with the regulations and laws of equal employment opportunity for women. Each issue includes a news digest, an editorial forum, reviews of current publications, and announcements of upcoming conferences and workshops. Essential reading for employers, managers, and government agencies, as well as employed women.

Individual subscription, $18.50 a year (tax-deductible as a business expense); institutional or company subscription, $37 a year. Also available is the booklet 'Step by Step' (reprinted from Volume 2, issues 1 and 2 of Womanpower), which outlines what an employer can do to recruit and promote women. Recommended not only for the 4-page bibliography but also for its no-nonsense approach.

Women's Action Alliance
370 Lexington, Ave, Rm. 600
New York, NY 10017

This national clearinghouse for information on women's issues has materials on sex discrimination. Write for list of publications.

Organizing Groups

American Association for Affirmative Action
c/o Betty Newcomb, Ball State University, Muncie, ID 47306
317-285-5162

The Association is concerned with the implementation of affirmative action and equal opportunity in employment and education. It provides a formal liaison with government agencies involved in equal opportunity compliance. It holds an annual conference and publishes a newsletter. Write for a brochure and membership information.

Coalition of Labor Union Women
National Office: 8731 East Jefferson St, Detroit, MI 48214
313-926-5244

C.L.U.W. was established to strengthen the role and participation of women within their unions, to seek affirmative action in the workplace, and to organize nonunionized women workers.

Federally Employed Women, Inc.
National Press Bldg, Rm. 485
Washington, DC 20045
202-638-4404

This organization seeks to eliminate sex discrimination in federal employment. It maintains a talent bank for job opportunities.

Human Rights for Women, Inc.
1128 National Press Bldg.
Washington, DC 20045
202-737-1059

A nationwide educational group, Human Rights for Women provides legal assistance, without charge, to women who have been discriminated against. Their publications include a *Job Discrimination Handbook*.

National Committee on Household Employment (NCHE)
7705 Georgia Ave, NW
Washington DC 20012
202-291-2422

Originally formed in 1965 as a clearinghouse for information on laws concerning domestic employment, NCHE is a major lobbying force for household workers.

Teachers Rights Division
National Education Association
1201 16 St, NW
Washington, DC 20036
202-833-4000

The Teacher Rights Division provides assistance to teachers in combating race and sex discrimination. Their publications, some of which are free, include *Affirmative Action, Combating Discrimination, Education for Survival*, and *Sex Role Stereotyping*.

Union Women's Alliance to Gain Equality (Union WAGE)
P.O. Box 462, Berkeley, CA 94701
415-655-2813

A nonprofit, nonpartisan organization of working and unemployed women fighting sex discrimination. 'Organize!,' a 43-page handbook for women organizing their own union, covers strategies, issues, sample union contracts, and parliamentary procedure. This group's publication is a basic resource for any organizing attempt. $2.50 plus $.50 postage.

Women's Organizations for Employment (WOE)
593 Market St, Rm. 223
San Francisco, CA 94105
415-495-0923

A coalition of 17 state and national women's organizations working to combat discrimination against women in employment. It assists women in filing complaints of discrimination, and helps to organize other groups.

WOE also publishes a 35-page handbook covering state and federal anti-sex discrimination laws. Written for California residents but not limited to that state, this handbook identifies areas of discrimination, offers tips for working women, and encourages organizing groups or unions without companies. Affirmative Action, the Fair Employment and Equal Pay Acts are explained. Available from them for $1.50. ■

Last Hired, First Fired: What You Should Know About Affirmative Action

by Carolyn Projansky

The requirements of 'affirmative action' law have been widely misunderstood and much maligned since their inception in 1971. It is often mistakenly believed that affirmative action requires employers to choose women and minorities for hiring and promotion over white males, regardless of qualification. But, actually, affirmative action is designed to *prevent* preference of any one group, particularly white males.

The principle of affirmative action is based on the belief that discrimination is deeply-rooted and often too subtle to be easily recognized. Affirmative action law requires that employers take aggressive and positive action to identify and eliminate employment practices that discriminate against women and minorities. Experience shows that it is not enough for employers to wait passively for such workers to apply for jobs that they have been excluded from in the past. Under federal affirmative action law, employers must initiate a variety of activities to prevent patterns of discrimination from continuing in the future.

The law

In 1965, President Johnson issued Executive Order 11246 which prohibited federal contractors from discriminating on the basis of race, creed, color, or national origin. In 1967, this order was amended to include sex. In 1971, it was amended again to impose a set of affirmative action requirements on federal contractors to ensure equal employment opportunities to job applicants and employees. Executive Order 11246 charges the Department of Labor with the responsibility of carrying out the provisions of the law and the Department has delegated the task to the Office of Federal Contract Compliance (OFCC).

Under the law, federal contractors or subcontractors with fifty or more employees or government contracts of $50,000 or more are required to submit written affirmative action plans according to specific regulations set forth by the Department of Labor. (If only one individual in a company is working under federal contract, the company as a whole must comply with Executive Order

11246). Those included are agencies of the federal government, businesses, universities, or any organization receiving federal funds. Unless the contractor agrees to abide by the regulations, it cannot get the contract or federal money. The employer's affirmative action plan must be approved by one of the thirteen compliance agencies of the OFCC. The contractor must also file regular reports which indicate the number of employees in nine job categories by sex, race, and natural origin.

Although the law is very clear in its requirements, many federal contractors do not have affirmative action plans; even the ones that do are rarely reviewed by the OFCC. Thus, in many instances, enforcement of affirmative action law may depend upon (1) how aware prospective employees are of the requirements of the law and (2) their readiness to take action against any suspected violations.

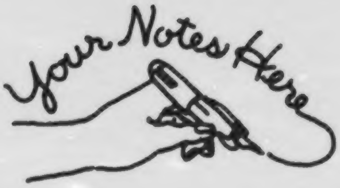
Affirmative action plans

An affirmative action plan may consist of a variety of activities, but it must include the following: Goals and timetables must be set for increasing the participation of women and minorities in the organization, so that such groups are numerically represented in an amount that would be expected by their availability in the labor market. The employer must consider the composition of the work force in the labor area according to (a) the number of women and minorities who have the necessary skills for the job and (b) the percentage of women and minorities who are unemployed in the surrounding area from which the employer may reasonably be expected to recruit. This area is usually based on the 'Standard Metropolitan Statistical Area,' determined by United States Census Bureau data. For example, if the employer is located in a predominantly white suburb thirty miles from a racially mixed urban area, the minority persons living in the urban area are considered part of the organization's recruitment pool.

The employer's goals for affirmative action are not quotas. If for example, an employer's staff consists of 3 percent female electricians and 3 percent of all electricians in the surrounding area are female, then there would be no evidence that women were underutilized by the employer. The required goals are an attempt to achieve the work force composition which would exist had there been no previous discrimination. The goals ought to be flexible enough to respond to changes in the availability of women and minorities for certain jobs.

The employers must also analyze the level of concentration of women and minorities in particular jobs and levels of employment. Attention must be paid to equity in salaries and benefits, to determine whether persons performing substantially the same work receive equal pay.

The employer must submit a self-evaluation of employment policies and practices regarding recruiting, application procedures, salaries, hiring, firing, promotion, benefits such as sick leave, maternity leave, seniority, and other conditions of employment. The evaluation is supposed to pinpoint those areas where the employer is deficient in the utilization of women and minorities.



What you can do

What can you do, as an employee or prospective employee, to monitor the employer's performance regarding affirmative action requirements? If your employer is receiving federal monies, ask to see his/her affirmative action plan. This is not always easy to accomplish, but you and your fellow employees can apply pressure because the law requires that your employer have an affirmative action plan (or be able to prove that no plan is necessary to increase the employment and position of women and minorities in the organization).

If no plan has been drafted and you have reason to believe that your employer is in violation of the law, you can file a complaint with the OFCC. If your employer does have an affirmative action plan, it is important to be able to recognize several potential problem areas which may reduce the effectiveness of the plan in accomplishing its goals. Remember, the most valid measure of any such program is not how it looks on paper, but how it works in practice to open up new opportunities for victims of discrimination.

What to be aware of

Does the employer keep records on the composition of the work force? The employer must keep adequate records regarding the hiring, salaries and promotion of all employees broken down for each department by sex and race to determine where discrimination exists. However, it is important to know that in the past such information has been used to screen out blacks and women from employment. To prevent this information from being used for the wrong purpose, such data should be coded and kept separate from the personnel files.

Does the employer rely on 'walk-ins' or word-of-mouth advertising to fill job openings? To be truly effective in recruiting women and minority workers, the employer must advertise job openings, not only through regular recruitment sources, but also in special news media that attract a female and minority readership. The employer should also advertise all job openings internally so that all employees can be encouraged to apply for higher level positions that may have been traditionally held by white males. It is particularly important for high-level job openings to be adequately publicized inside and outside of the organization to avoid the 'buddy system' of hiring and promotion that often serves to keep women and minorities out of top jobs. It may also be helpful for you as an employee to suggest ways in which your employer can conduct 'outreach' by contacting women's groups and civil rights organizations to publicize the employer's intent to hire minorities and women. Also, you could publicize your employer's affirmative action intentions among your own personal contacts. The important point is that under affirmative action law, employers are expected to *act* in productive and realistic ways to improve employment opportunities for minorities and women.

Do persons involved in the recruitment process reflect the employer's commitment to affirmative action? Even if the employer advertises his/her intent to hire minority and female workers, if all personnel workers are white males, this would hardly project an image to potential employees of openness and nondiscrimination. The initial meeting between a prospective employee and a representative of the organization is a crucial but easily neglected stage of the recruitment process. For greater credibility and effectiveness, the organization's affirmative action plan should be implemented by a top level official. This responsibility should be made a full-time job, not added on to someone's already existing and probably overburdened workload.

Does the employer advertise all positions in nonsex-segregated classified ads? Employers must advertise job openings under 'help-wanted' or 'help-wanted, male-female' listings. Although some publications still use them, sex-segregated listings are illegal

■ Wendy Snyder MacNeil

except under highly specialized circumstances where a 'BFOQ' (bona fide occupational qualification) exists. If genuinely concerned with changing discriminatory patterns in employment, an employer when advertising would stress an interest in recruiting both sexes for jobs that are typically considered 'male' or 'female.'

Does the employer promote workers strictly on the basis of merit? Discriminatory promotional patterns are sometimes difficult to spot: they are often hidden behind an aura about professional degrees which may not even be necessary for the job in question. Your employer ought to develop a formal employee evaluation plan based on objective, measurable factors such as work experience, performance records, etc. When all employees are subjected to the same scrutiny it becomes easier to spot people working at jobs below their ability. It may be a good idea to encourage the development of a company-wide promotion plan based on merit. This can benefit your employer by raising employee morale and productivity. Employers ought to recognize that when workers do not foresee a better future, they are rarely motivated to do their best on the job. As part of their affirmative action plan, employers may also want to institute a program whereby the personnel department periodically interviews employees about their future job interests and possible higher-level positions within the company for which they can qualify.

What can you do about noncompliance?

Although strict affirmative action requirements exist, it is quite probable that your employer is not in compliance with the law. Many employers have not demonstrated a commitment to the goals of affirmative action and the OFCC has been reluctant to exercise its enforcement powers by revoking federal contracts. Thus, you, as the employee (who stands to benefit from the law), must often take the initiative in pushing for the implementation of an affirmative action program by becoming more knowledgeable of the law's requirements and by applying pressure on your employer to comply. (The law protects you from retaliatory measures by the employer.)

Remember, the law is on your side. You have grounds for filing suit against your employer merely if no affirmative action plan exists. It is up to the employer to show that a 'good faith effort' is being made to recruit qualified women and minorities and document his/her efforts.

It may be comforting to know that many courts have been responsive to complaints of noncompliance. In some cases, courts have imposed numerical goals and other remedies more stringent than are required by the Executive Order. Complaints can be filed with one of the thirteen compliance agencies authorized by the OFCC. *(See also 'Laws Against Discrimination in Employment' and 'Resources for Combatting Sex Discrimination' in this chapter.)* ■

Excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).

What to Do If You Want to Form a Union

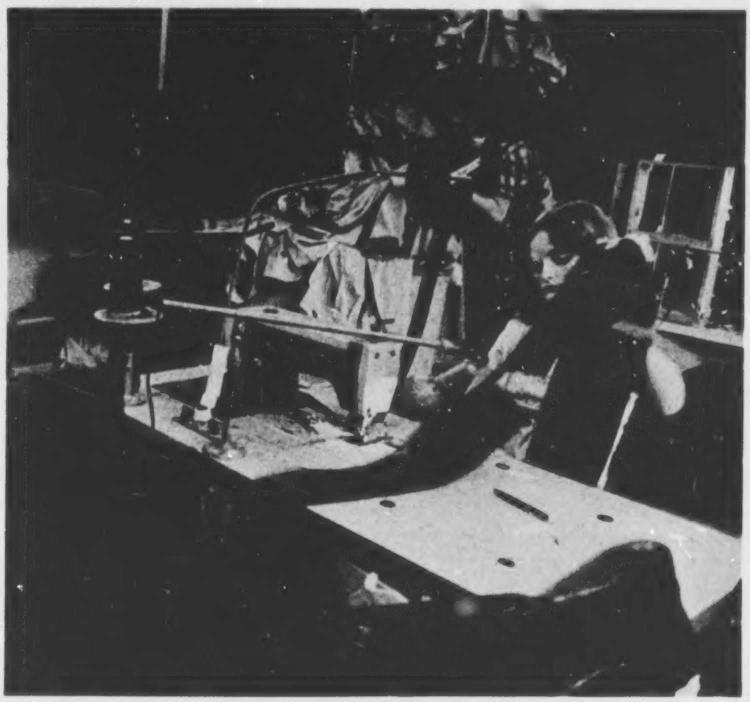
by Betty Justice

A union is an organization of workers who have come together so that they may, through their collective strength, have a voice in decisions made by employers that affect their lives. As individual workers, they are largely dependent on the employer's goodwill for raises, benefits, promotions, and even the right to a job itself. By joining together and committing themselves to defend, protect, and advance the interests of the entire group, workers can create a power that is capable of dealing with an employer.

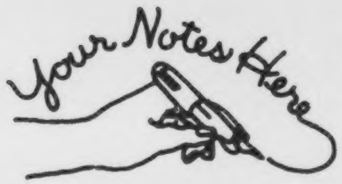
As individual workers, they are largely dependent on the employer's goodwill for raises, benefits, promotions, and even the right to a job itself.

The right to join a union is a legal right

Even though the right of most workers to join a union has been recognized by law for more than a hundred years, no governmental machinery existed to enforce that right until 1935. Prior to that time, workers who organized and attempted to influence the



■ Picture credits: Susan Meiselas, *Bobbie Brooks, Charleston Garment Company, Nitro, West Virginia* © Magnum Photos, Inc.



terms and conditions of their employment had to rely entirely on their economic strength to force an employer to recognize and bargain with their union.

In 1935, the United States Congress enacted the National Labor Relations Act which guarantees the right of workers to join unions, collectively bargain, and engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection. These rights are enforced through provisions in the law which make it an unfair labor practice for an employer to interfere with the exercise of these rights. Since 1947, unions have also been subject to unfair labor practice charges if these rights guaranteed to workers are violated.

This same law created a federal agency, the National Labor Relations Board (NLRB) and charged it with the responsibility of enforcing the law. The NLRB has two main functions: (1) overseeing elections among workers to select a union as their bargaining representative and (2) processing and prosecuting unfair labor practice charges against employers and unions who have allegedly broken the law.

Who is protected by the law?

The law by its language covers employees of employers engaged in 'commerce.' The term 'commerce' has been interpreted to include almost every type of business activity. However, federal, state, and local governments are not considered to be engaged in commerce. Therefore, none of the protections of this law apply to government workers. Certain other employees are also exempted from coverage by the law: agricultural workers, domestic workers, and supervisors.

Although the NLRB has the legal authority to exercise its powers over most workers (except those mentioned above), it has decided, for mostly financial reasons, not to act in cases involving small employers. The NLRB has established what it calls 'jurisdictional standards' for categories of employers based on their annual gross business. If the annual gross business is less than the established dollar amount, NLRB will refuse to become involved. This limit would not apply to units which are part of a larger operation; for example, a chain store or restaurant.

Often businesses that do not meet NLRB's jursdictional standards (offices, retail stores, restaurants, etc.) are those that employ mostly women rather than men. Although the language of the law covers them, NLRB's administrative decision not to act in these cases means that these employees have a right for which no remedy exists if that right is violated.

West Virginia Labor-Management Relations Act

Because the NLRB has declined to accept jurisdiction under federal law over employees in small establishments, it is left to the individual states to choose to what extent they will protect the right of these workers to join unions and bargain collectively.

Some states have enacted laws and do have functioning agencies which enforce laws.

Although West Virginia does have a law patterned after the federal law, which covers private sector workers not protected by the NLRB, the machinery for enforcement has never been established. A West Virginia Labor-Management Relations Board is authorized, but this section of the law has not been funded or implemented.

Therefore, as a practical matter, those workers in West Virginia over whom the NLRB refuses to assert jurisdiction are left with no real protection except their own strength when they attempt to organize. In small operations and especially for those whose work requires no substantial skill, the threat of being discharged and replaced because of union activity is very real - sufficiently so that organizing in these places is virtually impossible if the employer chooses to resist unionization.

Public employees

Government employees, both federal, state, and local, are specifically exempted from the coverage of the National Labor Relations Act. Federal employees do enjoy some rights of collective bargaining under a Presidential Executive Order. State and local employees are protected only to the extent that their state legislatures choose to protect them.

West Virginia has not yet been persuaded to grant any collective bargaining rights to its government workers. This means that workers of the state of West Virginia, its counties, and its municipalities have no legal rights to engage in collective bargaining. (Some types of municipal workers, such as those in Clarksburg and Huntington, do have some rights under municipal ordinances to bargain with their employer.) Government workers do, however, have a right to join a union since, under the United States Constitution, citizens are free to associate with whomever they choose.

Some employees of state government are organized into unions and do have contracts. This has occurred partly because the state government has voluntarily recognized and bargained with a union, and partly because these workers have been strong enough to win a contract in spite of the fact that no law exists. Even so, these unions are severely hampered in their ability to advocate the interests of their membership. Many matters that are subject to collective bargaining in the private sector, such as wages, fringe benefits, and holidays, still remain the prerogative of the state legislature.

The major employers of women workers in West Virgnia are state and local governments. Thousands of women are clerical workers in the government at pay rates that lag far behind the wages in other sectors of the economy. The low wages of these workers also has a depressing effect on the pay levels of all clerical workers. Consequently, even clerical workers in the private sector in West Virginia (such as those employed in banks, insurance and utility companies, etc.) suffer from the lack of a collective bargaining law for public employees. If state employees were in a position to better their situation, private employers would necessarily have to pay more in order to compete with the state for qualified personnel. The same pattern is true for workers with other types of skills, for example, hospital workers.

Building a union

The key to winning a union and a good contract is a unified group of workers. Regardless of the protections of the law and the diligence of the NLRB in enforcing the law, there is no substitute for the determination and dedication of workers who want a union.

The first step in building a union is often educating your co-workers as to why they need a union, knowing what to say when a nonbeliever wonders what a union will do for him or her, being able to explain that a union means dignity, self-respect, and job security.

Many union organizing campaigns get started because a union representative scouts a workplace and finds pro-union sentiment. In these situations, an actual union is involved from the beginning. In other situations, a few workers, each interested in a union, discover their co-workers feel the same way. These workers may, immediately or after 'measuring the wind,' contact a representative of some union, or they may begin organizing other workers with the intention of forming their own independent union, or wait until they become more familiar with the policies of different unions before deciding to affiliate with one. Independent locals have a poor rate of survival and usually are not capable of mustering the resources - financial, legal or otherwise - to deal with employers.

To get a union involved in your workplace, contact the AFL-CIO, an organization made up of 115 different international unions. The AFL-CIO maintains a field office in Charleston which assists workers interested in forming a union and directs them to the union(s) that have already organized other workers in the same kind of work. Workers can call or write this office without fear that their identity will be revealed to employers. For information and guidance in a union organizing campaign, call or write the AFL-CIO, Region 3, West Virginia Labor Federation, 1018 Kanawha Boulevard East, Charleston 25301, 344-3557 ■

National Labor Relations Board

The National Labor Relations Board (NLRB) is divided into thirty-two regions. Each region has the responsibility of enforcing the National Labor Relations Act in a particular geographical area. West Virginia's counties are in three different NLRB regions. Contact the regional office of the county in which you work.

National Labor Relations Board - Region 5
Federal Bldg, Rm. 1019
Hopkins Plaza, Baltimore, MD 21201
301-962-2822

Serves Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton Counties.

National Labor Relations Board - Region 6
Porter Bldg, 10th Floor
601 Grant St, Pittsburgh, PA 15222
412-644-2997

Serves Barbour, Brooke, Doddridge, Hancock, Harrison, Lewis, Marion, Marshall, Monongalia, Ohio, Pocahontas, Preston, Randolph, Taylor, Tucker, Upshur, Webster, and Wetzel Counties.

National Labor Relations Board - Region 7
Federal Office Bldg, Rm. 3003
550 Main St, Cincinnati, OH 45202
513-684-3686

Serves Boone, Braxton, Cabell, Calhoun, Clay, Fayette, Gilmer, Greenbrier, Jackson, Kanawha, Lincoln, Logan, McDowell, Mason, Mercer, Mingo, Monroe, Nicholas, Pleasant, Putnam, Raleigh, Ritchie, Sloane, Summers, Tyler, Wayne, Wirt, Wood, and Wyoming Counties.

■ Rudy Robinson

Learning

High School Equiva-lency

by Jeanne Powell

For the woman who has not completed high school and has neither the time nor the desire to finish school in the traditional method, the General Educational Development (GED) test may be the best way to earn a diploma.

A state High School Equivalent Diploma is issued by West Virginia for satisfactory scores earned on the five-part GED test. To be eligible to take the test, a person must be at least 19 years of age and his/her former high school class must have graduated. However, under certain circumstances, those under 19 may be eligible for testing.

Information concerning these special circumstances, passing scores, and test schedules and fees may be obtained at one of the local GED test centers.

GED Test Centers

BARBOUR COUNTY:
Alderson-Broaddus College
Philippi 26416
457-1700, ext. 251

BERKELEY COUNTY:
Berkeley County Board of Education
Martinsburg 25401
263-5594

BROOKE COUNTY:
Brooke County Board of Education
Wellsburg 26070
737-3481

CABELL COUNTY:
Cabell County Public Schools Career Center
Huntington 25702
529-2447

CALHOUN COUNTY:
Calhoun-Gilmer Career Center
Grantsville 26147
354-6151

CLAY COUNTY:
Clay County High School
Clay 25043
587-4226

FAYETTE COUNTY:
Fayette County Board of Education
Fayetteville 25840
574-2020

West Virginia Institute of Technology
Montgomery 25136
442-3188

GILMER COUNTY:
Glenville State College
Glenville 26351
462-7362

GRANT COUNTY:
South Branch Vocational School
Petersburg 26847
257-1331

GREENBRIER COUNTY:
Greenbrier County Board of Education
Lewisburg 24901
645-1260

HAMPSHIRE COUNTY:
Hampshire County Board of Education
Romney 26757
822-3548

HANCOCK COUNTY:
Weir High School
Weirton 26062
748-7600

HARRISON COUNTY:
Clarksburg Center for Continuing Education
Salem College, Clarksburg 26301
624-6486

JACKSON COUNTY:
Ripley High School
Ripley 25271
372-9101

JEFFERSON COUNTY:
Jefferson County Schools
Charles Town 25414
725-2028

KANAWHA COUNTY:
Kanawha County Board of Education
Garnet Career Center
422 Dickinson St, Charleston 25301
348-6195

Vocational Rehabilitation Center
Institute 25112
348-2396

LOGAN COUNTY:

Logan County Board of Education
Logan 25601
752-1550

MARION COUNTY:

Fairmont Senior High School
Fairmont 26554
366-4220

MARSHALL COUNTY:

John Marshall High School
Glen Dale 26038
845-5200

MASON COUNTY:

Mason County Vocational Center
Point Pleasant 25550
675-3039

MCDOWELL COUNTY:

Wilcoe Education Center
Wilcoe 24895
436-4142

MERCER COUNTY:

Princeton High School
Princeton 24740
487-1551, ext. 261

MINERAL COUNTY:

Mineral County Schools Annex
Keyser 26726
788-5109

MINGO COUNTY:

Mingo County Board of Education
Williamson 25661
235-2075

MONONGALIA COUNTY:

West Virginia University
Morgantown 26506
293-4432

MORGAN COUNTY:

Morgan County Board of Education
Berkeley Springs 25411
258-2430

NICHOLAS COUNTY:

Nicholas County Board of Education
Summersville 26651
872-3611

OHIO COUNTY:

Wheeling Park High School
Wheeling 26003
242-7500

PLEASANTS COUNTY:

Vocational Technical Center
St. Marys 26170
684-7031

POCAHONTAS COUNTY:

Pocahontas County High School
Dunmore 24934
799-6565

PRESTON COUNTY:

Preston County Educational Center
Kingwood 26537
329-2270

PUTNAM COUNTY:

Putnam County Vocational Technical Center
Eleanor 25070
586-9741

RALEIGH COUNTY:

Beckley College
Beckley 25801
253-7351

Raleigh County Board of Education
Beckley 25801
252-7355

RANDOLPH COUNTY:

Randolph County Vocational Technical Center
Elkins 26241
636-4120

SUMMERS COUNTY:

Summers County Career Center
Hinton 25951
466-1445

TUCKER COUNTY:

Arch A. Moore Jr. Career Center
Hambleton 26269
478-3111

UPSHUR COUNTY:

Buckhannon-Upshur High School
Buckhannon 26201
472-3720

WEBSTER COUNTY:

Webster County High School
Upper Glade 26266
226-5772

WETZEL COUNTY:

Magnolia High School
New Martinsville 25155
455-1990

WOOD COUNTY:

Parkersburg Community College
Parkersburg 26101
424-8000

Parkersburg High School
Parkersburg 26101
485-7941

WYOMING COUNTY:

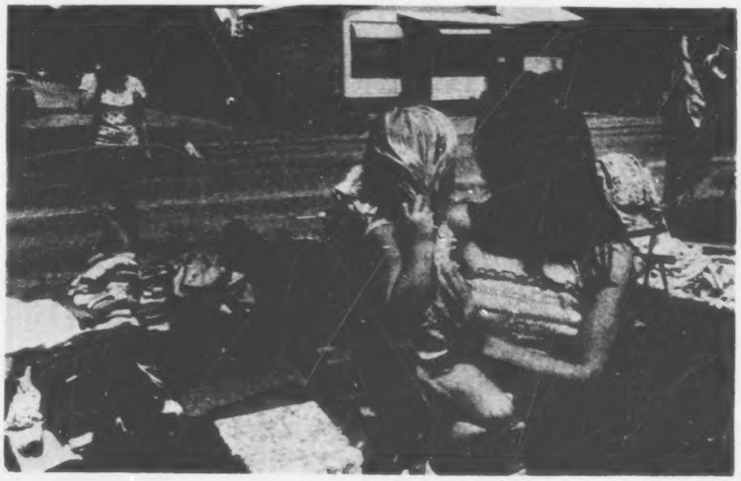
Wyoming County Board of Education
Pineville 24874
732-6262

FOR VETERANS ONLY:

Veterans Administration Center
Martinsburg 25401
263-0811

FOR THE VISUALLY IMPAIRED ONLY:

State Department of Education
1900 Washington St. East
Charleston 25311
348-2691 ■



■ Susan Meiselas, *West Virginia* © Magnum Photos, Inc.

Vocational and Technical Education

by Jeanne Powell

West Virginia has an excellent public education system of vocational, technical, and adult education. Courses are offered at the secondary and postsecondary levels during the day, and adult education courses are offered at night. Cost varies with the level of the course: secondary vocational education courses are free; a postsecondary course generally costs less than $25 a month; and adult education fees depend on the specific course but are very reasonable. A high school diploma is not required in any of the programs.

Course offerings vary from county to county. The following is a sample list of courses which may be offered in your area: agriculture - agricultural production, ornamental horticulture, forestry, recreation; business and office - accounting and computer occupations, information communication, stenographic/ secretarial; distributive education - advertising services, automotive, floristry, insurance, real estate; health occupations - dental hygiene, nursing, physical therapy, medical assistance; home economics - child development, food and nutrition, consumer education; technical education - chemical technology, environmental control technology, fire and safety technology, police science technology; industrial education - appliance repair, auto mechanics, plumbing and pipe fitting, mining, handcrafted glassmaking skills.

You may learn more about course offerings and schedules by calling your county board of education, listed in the phone book under 'Schools,' or by calling the county vocational center or the high school in your area.

■ © Jon Chase, *Auto Mechanic*

Privately-owned vocational schools are another source of job training. They can be located in the phone book under 'Schools.' They are sometimes expensive, so care is recommended in selecting one. The following questions may help: *

- How long is the program, and what is the total cost - fees and books as well as tuition?
- Is the school accredited to give a certificate for diploma?
- Does the school give both practical training and classroom instruction?
- Does the school guarantee placement in jobs?
- Do they have statistics on their success in placing women graduates?
- How does the cost of their program compare with vocational programs at your local community colleges? (This is particularly important to check when considering secretarial courses, since the price difference can be enormous.) ■

What is Title IX

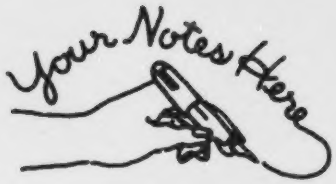
Whether you are a kitchen worker for a university dining room, a professor in a law school, or a part-time student at a community college, as a woman you legally have all the rights and privileges that your male colleagues enjoy. Title IX of the Education Amendments, passed by Congress in 1972, guarantees that 'no person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.'

Title IX provides the widest coverage for educational institutions of any sex discrimination legislation, affecting such areas as athletic funding; academic scholarships, loans and fellowships; admissions criteria; dormitory facilities; all aspects of employment including promotion, salaries, and training; and actual curriculum and career guidance.

If you believe your college is treating you, as a woman, unequally in any of these areas, contact the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, DC 20024. *(For more information on anti-discrimination laws, see 'Laws Against Discrimination in Employment' in the Women's Work chapter; for additional resources on Title IX and nonsexist learning resources, see the Children chapter of this book.)* ■

Title IX:
What Does It Mean to You?
c/o Affirmative Action Officer
West Virginia College of
Graduate Studies
Institute 25112
768-9711
This 30-minute videotape can be borrowed at no charge.

**Excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, Boston edition, Carol F. Edry and Ginnie Goulet, Eds. (Boston: Boston Women's Collective, Inc. 1973)*



Getting a College Degree

Regents Bachelor of Arts Program

by Dolores Taylor

The Bachelor of Arts program administered by the state is probably the most attractive program for the adult student in West Virginia. It is more flexible than the conventional B.A. and B.S. degree programs. Rigid specialization requirements are not imposed; yet the program insures a sound educational foundation. There is no application fee for admission and you may enroll anytime. However, a student is not eligible for admission into the Board of Regents B.A. degree program until four years have passed since his/her graduation from high school. In the case of those passing a high school equivalency examination, admission must take place at least four years after his/her high school class graduated. The course of study is designed by the student, who presumably has identified his/her career and professional goals. No major field of study is required.

The degree is offered at all West Virginia state four-year colleges and universities. The student selects one of the ten participating institutions to sponsor the degree, but also is permitted to take courses through all institutions in the state system. Registration and course fees will be determined according to the established fee schedule of the selected college.

The program accepts the transfer of all passing grades for all college credit courses from any accredited institution of higher learning. All failing grades made at least a year prior to admission into the program are disregarded. This feature gives a mature person an opportunity to prove that poor scholarship in early years of study is no real indicator of his/her true ability.

In addition, the program offers college equivalent credits for work and life experiences. Students may be awarded credits for learning equivalent to that gained in college classes. There is no upper limit on the number of equivalent credits that can be awarded. Students who seek college equivalent credits must prepare a portfolio documenting their experiences. The program coordinator can advise students on the preparation of such portfolios so that the student can receive maximum credit. Students requesting an assessment of work and life experiences will be charged a minimal fee of $50, regardless of the number of credits awarded.

Participating colleges and universities are: Marshall University, Huntington; West Virginia University, Morgantown; Concord College, Athens; Bluefield State College, Bluefield; Fairmont State College, Fairmont; Glenville State College, Glenville; Shepherd College, Shepherdstown; West Liberty State College, West Liberty; West Virginia Institute of Technology, Montgomery; and West Virginia State College, Institute, West Virginia.

For further information, contact the program coordinator at one of the participating institutions, or the Board of Regents office, 950 Kanawha Boulevard East, Charleston 25301, 348-2101.

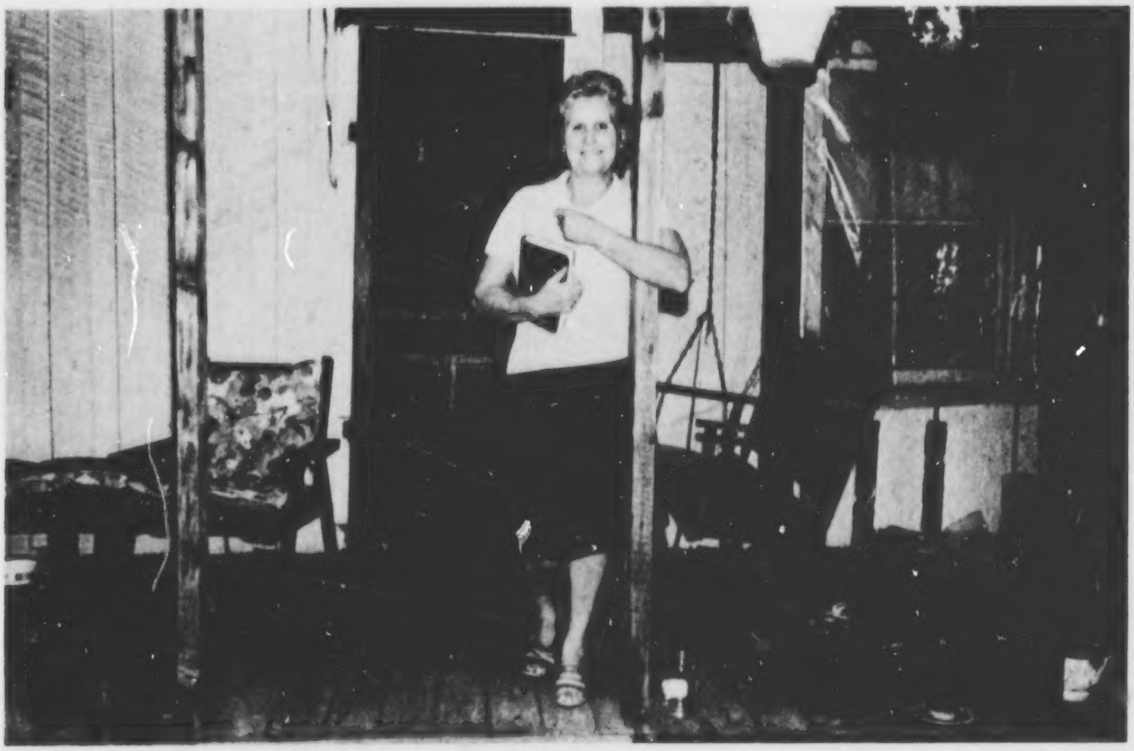
College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is designed to give students credit 'for college level achievement' whether acquired in the classroom or not. A high school diploma is not a prerequisite to taking this exam.

There are two kinds of exams: a general exam in the five liberal arts areas (English, composition, humanities, math, natural sciences, and social science) and a subject exam in any of 36 specific areas. Fees for the general and subject exams are $20 for one test, $30 for two tests, $40 for three to five tests, and $60 for six tests.

The college decides how much credit to allow and in what subject areas. Often an institution may place an upper limit on the number of credits earned through CLEP. Make sure to check with the college you plan to attend before taking the exam. ■

■ © Rosalyn Gerstein, *Mrs. Porter, Cabin Creek, West Virginia*



College Programs

by Jeanne Powell

There are twenty-seven colleges, universities, or campus branches in West Virginia. Of these, two have day care centers on campus, eight offer some form of women's studies course work, and two have women's centers.

When choosing a college, there are several questions you should ask: Does the college accept a GED diploma? Will the college give credit for experience either through its own tests or the CLEP tests? Is an external degree program in operation or in planning stages by which you can earn credit for noncampus learning experiences, such as work or independent study? What kind of placement services are available for graduates of new degree programs? Are statistics available on the kind of jobs women graduates take?

Following is a list of all higher educational institutions in West Virginia. In general, three types of degrees are offered on the undergraduate level: the bachelor's degree, which requires four years of study; the associate degree, which requires two years of study; and one-year certificate programs.

Public Colleges

Bluefield State College
Bluefield 24701

Bachelor's degree programs include art, applied science, biology, business, chemistry, computer science, criminal justice administration, education, engineering, English, history, math, physical education, physics, social science, technical communications.

Associate degree programs include architectural engineering, business, civil engineering, computer science, electrical engineering, environmental technology, general education, law enforcement, mechanical engineering, mining engineering, nursing, pre-engineering, recreation, respiratory therapy, secretarial.

Special degree programs include the Board of Regents B.A. degree and preprofessional programs in dentistry, law, medicine and pharmacy.

The Bluefield Child Care program provides free child care service for children between the ages of two and five whose parents meet certain guidelines and are employed at or enrolled in the college. Greenbrier Valley College Center in Lewisburg offers programs through Bluefield State College.

Tuition and fees: $153 per semester for full-time students. Part-time tuition is calculated per credit hour. Housing: $50-$85 per month for houses.

Concord College
Athens 24712

Bachelor's degree programs include art, biology, business administration, chemistry, community development and regional planning, education, English, geography, history, home economics, mathematics, medical technology, political science, psychology, social work, sociology, speech. Special degree programs include the Board of Regents B.A. degree.

The college has an off-campus program, which offers one course per semester in the region adjacent to the college. For more information, contact the Office of the Academic Dean. Adult education and special instruction courses are offered without college credit.

Tuition and fees: $159 per semester for full-time students. Part-time tuition is calculated per credit hour. Housing: $666-$800 per semester for dormitory housing and board, $82-$102 per month for apartments, and $55-$250 per month for houses.

Fairmont State College
Fairmont 26554

Bachelor's degree programs include biology, business administration, chemistry, engineering technology, education, English, French, health science, history, home economics, mathematics, nurse anaesthesia, physical education, political science, psychology, sociology.

Associate degree programs include accounting, clerical, commercial design/graphics, community service, construction, drafting design, electronics, electronic data processing, emergency medical service, fire protection and safety, food service management, general studies, law enforcement, manufacturing, medical laboratory technology, mining (civil and mechanical), nursing, power mechanics, printing, psychological service, public affairs, radiologic technology, radio-television communication, recreation leadership, respiratory therapy, retail management, safety engineering technology, secretarial (executive, legal, medical), veterinary animal technology.

A one-year certificate program is offered in general secretarial; special degree programs include the Board of Regents B.A. degree. Fairmont Community College, an extension of Fairmont State, offers two-year degree programs. FCC has an open-door admission policy and a center in Clarksburg. Women's studies courses are offered.

Tuition and fees: $149 per semester for full-time students. Part-time tuition is calculated per credit hour, starting at $16 an hour. Housing: $724 per semester for dormitory housing and board.

Glenville State College
Glenville 26351

Bachelor's degree programs include biology, business administration, chemistry, education, liberal arts, social work.

Associate degree programs include administrative science, crafts designer-director, computer science and applications, environmental technology, ornamental horticulture, secretarial science, school paraprofessional, social service technology.

Special degree programs include the Board of Regents B.A. degree and preprofessional programs in dentistry, engineering, law, medicine, medical technology, pharmacy, veterinary medicine. A kindergarten and nursery school are available.

Tuition and fees: $155 per semester for full-time students. Part-time tuition is calculated per credit hour. Housing: $605-$710 per semester for dormitory housing, $100-$350 per month for apartments.

Marshall University
Huntington 25701

Bachelor's degree programs include accounting, art, biological science, botany, chemistry, classical languages, corrections, cytotechnology, dietetics, distributive education, economics, education, English, finance, French, geography, geology, German, history, international affairs, journalism, law enforcement, management, marketing, mathematics, medical technology, nursing, office administration, philosophy, physics, political science, psychology, recreation, rehabilitation education, sociology, Spanish, speech, zoology.

Associate degree programs include accounting, civil engineering, criminal justice, cytotechnology, electrical engineering, medical laboratory technology, nursing, retailing, secretarial studies.

Master's degree programs include adult education, art, biological sciences, business and commerce, business education, chemistry, communication arts, counseling, education, educational administration, educational supervision, English, geography, health and physical education, history, home economics, journalism, library science education, math, music, physical science, political science, psychology, reading education, social studies, sociology, special education, speech, speech pathology and audiology, vocational and technical education.

Special degree programs include the Board of Regents B.A. degree. Courses in women's studies are offered at the university, which also houses a women's center.

■ Meridel Rubenstein, *Wendy MacNeil with Her Cello*

Tuition and fees: $172.20 per semester for full-time undergraduate students, $183.15 per semester for full-time graduate students. Housing: $713.10-764.56 per semester for dormitory housing and board, $80-$160 per month for apartments.

Parkersburg Community College
Parkersburg 26101

Associate degree programs offered in agriculture technology, air conditioning and refrigeration, architectural design and drafting, auto body mechanics, automotive technology, business administration, computer science, educational aide, electronics engineering, environmental engineering, executive secretarial, fashion merchandising, fire science and safety, gerontology, graphic arts communication, health care mid-management, humanities, industrial technology (engineering and laboratory), industrial mechanics, law enforcement, math, mechanical design and drafting, mechanical engineering, medical laboratory technology, natural science, nursing, occupational safety and health engineering, radiologic technology, real estate, social science, social service, welding, written and oral communication.

One-year certificate programs are also offered in agriculture technology, air conditioning and refrigeration mechanics, architectural drafting, autobody technology, automotive mechanics, dental assisting, educational aide, fire science and safety, gerontology, graphic arts communication, health care mid-management, industrial assisting, industrial mechanics, institutional housekeeping, lab assisting, law enforcement, mechanical drafting, real estate, safety specialist, secretarial science, social service technology, supervisory skills, transportation and distribution management, welding skills. Continuing education courses are offered in a number of areas.

The college houses a Women's Center. The Children's College of Parkersburg Community College offers classes not available in the local elementary schools to students in grades three to six on Saturday mornings.

Tuition and fees: $132 per semester for full-time students. Part-time tuition is calculated per credit hour. Campus housing is not available.

Potomac State College
Keyser 26726

Associate degree programs include agricultural technology, agriculture, biology, business and accounting, business and economics, business management, chemistry, computer programming, computer science, dentistry, education, engineering, English, food service technology, forestry, geology, general liberal arts and sciences, home economics, horticulture, journalism, law, math, medical technology, medicine, modern languages, music, nursing, pharmacy, physical education, physical therapy, physics, political science, psychology, secretarial studies, social work, sociology, veterinary medicine.

One-year certificate programs include computer equipment operations, meat processing, and surveying technology.

Tuition and fees: $177 per semester for full-time students. Part-time tuition is calculated per credit hour. Housing: $625 for dormitory housing and board, $70-$90 per month for apartments.

Shepherd College
Shepherdstown 25443

Bachelor's degree programs include biology, business administration, chemistry, economics, English, elementary education, history, home economics, hotel-motel-restaurant management, math, medical technology, park administration, political science, recreation, secondary education, social welfare, sociology.

Associate degree programs include accounting, aviation management, bank management, commercial art, data processing, electronics, fashion merchandising, fire service and safety, general business, general studies, health care management, hotel-motel-restaurant management, marketing management, secretarial science.

One-year certificate programs are offered in aviation operations, bank operations, clerk-typist skills, fashion merchandising, hostess and hospitality planning, insurance sales, real estate sales, retail sales, stenography.

Special degree programs include the Board of Regents B.A. degree and preprofessional degrees in agriculture, dentistry, physical therapy, engineering, law, medicine, pharmacy, veterinary, theology.

The college houses a West Virginia University graduate center and offers off-campus extension credit through the South Branch Valley of West Virginia Extension Office, located at the Grant County Board of Education in Petersburg. Women's studies courses are offered at the college.

Tuition and fees: $171 per semester for full-time students. Part-time tuition is calculated per credit hour. Housing: $640-$670 per semester for dormitory housing and board, $50-$85 per month for houses.

Southern West Virginia Community College
Logan 25601
Williamson 25661

Associate degree programs include business accounting, medical lab technology, nursing, radiologic technology, social services. One-year certificate programs include dietetic technology, educational aide, secretarial science.

Tuition and fees: $132 per semester for full-time students. Part-time tuition is calculated per credit hour. Campus housing is not available.

West Virginia College of Graduate Studies
Institute 25112

Master's degree programs offered in business administration, chemical engineering, civil engineering, counseling and guidance, educational administration, electrical engineering, elementary education, environmental studies, industrial engineering and systems analysis, industrial relations, public administration, reading education, secondary education, school psychology, special education.

Credit toward the master's in social work is available at WVCOGS in cooperation with WVU. The final semester of study is spent at WVU. A new program is being offered on an experimental basis in the arts and humanities.

Tuition and fees: $115 per semester for full-time students. Part-time students are charged $12.80 per credit hour, up to nine credit hours. Campus housing is not available.

West Virginia Northern Community College
Wheeling 26003
Weirton 26062
New Martinsville 26115

Associate degree programs include accounting, criminal justice, culinary arts, data processing, drafting and design, electromechanical technology, electronic technology, fire science, general business, general liberal arts, industrial security, industrial supervision and management, property and casualty insurance, life insurance, labor studies, medical laboratory technology, nursing, occupational safety and health, occupational safety and environmental hygiene, parks and recreation resources, public administration, respiratory therapy, retailing, secretarial science (executive, legal, medical), small business management.

One-year certificate programs offered in emergency medical services, insurance, operating room technology, public administration, clerk-typist, small business management.

Tuition and fees: $132 per semester for full-time students. Part-time tuition is calculated per credit hour.

West Virginia School of Osteopathic Medicine
Lewisburg 24901

Doctor of Osteopathy degree is offered. Tuition and fees: $263 per semester for full-time students. Campus housing is not available.

West Liberty State College
West Liberty 26074

Bachelor's degree programs include art, biology, business administration, chemistry, commercial art, criminal justice, dental hygiene, English, history, math, medical technology, nursing, social work, sociology, urban and regional planning. An associate degree program in dental hygiene is offered.

Special programs include the Board of Regents B.A. degree and preprofessional programs in dentistry, engineering, law, medicine, optometry, pharmacy, speech pathology and audiology, and theology. The college provides a special upper division nursing program designed for the R.N. who has finished two to three years of college and wishes to finish the bachelor's degree. A day care center is available to faculty and students. Courses are offered in women's studies.

Tuition and fees: $156 per semester for full-time students. Part-time tuition is calculated per credit hour. Housing: $668.75 per semester for dormitory housing and board, $75-$110 per month for apartments, and $85-$135 per month for houses.

West Virginia Institute of Technology
Montgomery 25136

Bachelor's degree programs are offered in accounting, biology education, business education, business management, business technology, chemical engineering, chemistry, civil engineering, computer management and data processing, electrical engineering, English history and government, industrial arts education, industrial relations and labor studies, math, mechanical engineering, music administration, music education, physical education and health and safety, physics, printing, public service, social studies, vocational and technical education.

Associate degree programs include accounting, civil engineering, data processing, dental hygiene, drafting and design, general business, mechanical engineering, mechanical and electrical engineering, medical record technology, mining, nursing, surveying. One-year certificate programs include mining supervision, and secretarial studies. Special degree programs include the Board of Regents B.A. degree.

The college offers a cooperative education program in which students may alternate semesters of full-time study on campus with full-time work off-campus in government, business, and industry. Extension education is offered in Fayette and Kanawha counties. Continuing education programs are also offered through the college.

Tuition and fees: $173.90 per semester for full-time students. Part-time tuition is calculated per credit hour. Housing: $710.70 per semester for dormitory housing and board, $45-$150 per month for apartments, and $95-$130 per month for houses.

West Virginia State College
Institute 25112

Bachelor's degree programs include art, biology, business administration, chemistry, criminal justice, economics, education, English, environmental studies, history, home economics, industrial technology, math, political science, psychology, social work, sociology, Spanish, speech and drama.

Associate degree programs include commerce, criminal justice, education, industrial technology, recreational services. A one-year certificate program is offered in auto mechanics. Special degree programs include the Board of Regents B.A. degree. Continuing education courses are also offered.

Tuition and fees: $155 per semester for full-time students. Part-time tuition is calculated per credit hour. Housing: $800 per semester for dormitory housing and board, $92 per month for apartments, $70-$120 per month for houses.

West Virginia University
Morgantown 26506

Bachelor's degree programs offered in agriculture, anthropology, art, biology, business administration, chemistry, dental hygiene, economics, elementary education, engineering (aerospace, chemical, civil, electrical, industrial, mechanical, mine), English, foreign languages, forestry, geography, geology, history, interdepartmental studies, journalism, landscape architecture, math, medical technology, nursing, petroleum, engineering, pharmacy, philosophy, physical education, physical therapy, political science, psychology, secondary education, social work, sociology, speech communication.

Master's degree programs include agricultural biochemistry, agricultural economics, agronomy, anatomy, animal science, art, biochemistry, biology, business administration, chemistry, computer science, economics, education (counseling and guidance, administration, psychology, elementary, family resources, reading, rehabilitation counseling, secondary, special education, speech pathology and audiology), engineering (aerospace, chemical, civil, electrical, industrial, mechanical, mine), English, foreign languages, forestry, geology, genetics, genetics and developmental biology, history, horticulture, industrial relations, journalism, math, medical technology, microbiology, mineral and energy resources, music, nursing, orthodontics, petroleum engineering, pharmaceutical sciences, pharmacology, physical education, physics, physiology and biophysics, plant pathology, political science, public administration psychology, recreation, reproductive physiology, safety studies, social work, sociology, speech communication, statistics, theatre, visual art, wildlife management.

Doctoral degree programs include agricultural biochemistry, agricultural microbiology, agronomy, anatomy, animal nutrition, biochemistry, biology, chemistry, economics, education, engineering, English, forest resources science, genetics, genetics and developmental biology, geology, history, law, medicine, microbiology, music, pharmacology, physics, physiology and biophysics, plant pathology, political science, psychology, reproductive physiology.

Special degree programs include the Board of Regents B.A. degree. Special programs for women are offered through the University Extension office.

Tuition and fees: $201.50 per semester for full-time undergraduate students, $216.50 per semester for full-time graduate students, $253.50 per semester for full-time dentistry and medical students, $10 per hour for part-time students. Housing: $670-$720 per semester for dormitory housing and board, $115-$185 per month for apartments.

Private Colleges

Alderson Broaddus
Philippi 26416

Bachelor's degree programs are offered in accounting, arts and sciences, biology, business economics, business and public administration, chemistry, elementary education, history, literature, management and administration, math, medical science (physician's assistant), medical technology, music, music education, nursing, philosophy political science, psychology, radiologic technology, secondary education, religion-philosophy, sociology, writing.

Tuition and fees: $2,350 per year for full-time students. Housing: $1,182 per year for dormitory housing and board.

Appalachian Bible Institute
Bradley 25818

Bachelor's degree programs are offered in the Bible and theology.

Tuition and fees: $1,175 per year for full-time students, $49.50 per credit hour for part-time students. Housing: $2,505 per year for dormitory housing and board.

Beckley College
Beckley 25801

Associate degree programs are offered in broadcasting, business administration, liberal arts, mining technology, teacher preparation, social work, and preprofessional work in medicine, dentistry, pharmacy, engineering, and forestry. One-year certificate programs are offered in medical and legal secretarial science.

An associate degree in law enforcement and a bachelor's degree in criminal justice are jointly sponsored by Beckley College and Bluefield State, with all courses taught at Beckley.

Tuition and fees: $360 per semester for full-time students. Part-time tuition is calculated per credit hour. Campus housing is not available.

Bethany College
Bethany 26032

Bachelor's degree programs include biology, chemistry, communications, economics and business, education (elementary and secondary), English, fine arts, foreign languages, history and political science, interdisciplinary studies, math, music, philosophy, physical education and health, physics, psychology, religious studies, sociology, theatre. A nondegree continuing education program is also offered.

Tuition and fees: $3,420 per year for full-time students. Housing: $1,260 per year for dormitory housing and board.

Davis and Elkins College
Elkins 26241

Bachelor's degree programs offered in accounting and finance, art, biology, business education, chemistry, communication and theatre arts, early childhood education, ecology and environmental science, economics, elementary education, English composition, literature studies, French, health care administration, health education, history, history and political science, management, marketing, math, music, physical education, political science, psychology, public health administration, religion and philosophy, secondary education, secretarial science, social service, sociology and anthropology, Spanish, Appalachian studies.

Associate degree programs are offered in accounting, business administration, community service, computer science, engineering technology, fashion merchandising, hospital management, humanities, journalism, mental health aide, parapsychometry, secretarial science, social service, and nursing.

One-year certificate programs include business administration, practical nursing, and secretarial science. Special degree programs include preprofessional programs in dentistry, law, medicine, and nursing.

Tuition and fees: $3,100 per year for full-time students. Housing: $1,350 per year for dormitory housing and board.

Morris Harvey College
(See University of Charleston in these listings.)

Ohio Valley College
Parkersburg 26101

Associate degree programs include arts, biblical science, pre-nursing, science (preprofessional), secretarial science.

Tuition and fees: $672 per semester for full-time students, $42 per credit hour for part-time students. Housing: $660 per semester for dormitory housing and board.

Salem College
Salem 26426

Bachelor's degree programs are offered in accounting, art, behavioral therapy, biology, career aviation, chemistry, communications, criminal justice, elementary education, engineering technology, equestrian studies, heritage arts, industrial technology, liberal studies, management, math, medical technology, mining technology, music, music education, outdoor science, physical education, political science, public administration, psychology, radiologic technology, special education, sociology, social work, theatre arts, youth agency administration.

Associate degree programs include banking, business administration, broadcasting, engineering technology, heritage arts, mining technology, nursing, occupational safety and health, real estate, science.

The college operates the Clarksburg Center for Continuing Education which offers associate degree programs in banking, business administration, criminal justice, engineering technology, mining technology, occupational safety and health, real estate, technical education. Classes are held during late afternoon, evening, and Saturday morning hours.

Tuition and fees: $1,050 per semester for full-time students. Part-time tuition is calculated per credit hour. Tuition is slightly lower at the Clarksburg Center than at the Salem campus and is computed per credit hour. Housing: $600-$715 per semester for dormitory housing and board.

University of Charleston
Morris Harvey
College of Arts and Sciences
Charleston 25304

Now a college of University of Charleston, Morris Harvey offers bachelor's degrees in accounting, area studies (history, geography), art, banking/finance, behavioral studies (psychology, sociology), biology, business administration, chemistry, early childhood education, economics, elementary education, English, health and physical education, math, natural science, political science, religion and philosophy, and social science (general).

Associate degree programs include banking and finance, computer science, general liberal arts, general science, medical laboratory technology, nursing, public service, radiologic technology.

University of Charleston is working with the North Central Accrediting Agency to explore possible graduate courses in several areas. Information about these courses may be obtained by calling the Admissions Office. The Admissions Office also offers assistance to women in developing individualized degree programs.

The University offers transitional services to women who wish to move into jobs, train for a vocation, or go to college. This program provides counseling, career information, workshops, and other assistance to women of all ages. For further information, call 346-9471.

Tuition and fees: $930 per semester for full-time students. Housing: $780 per semester for dormitory housing and board.

West Virginia Wesleyan College
Buckhannon 26201

Bachelor's degree programs include American studies, art, Bible and religion, biology, business, chemistry, Christian education, economics, English, French, government, health, health and physical education, home economics, international studies, library science, math, music education, nursing, physics, physical science, psychology, philosophy, social science, sociology and anthropology, speech and dramatic arts.

Associate degrees in business (secretarial - medical, legal, executive) and a master's degree in teaching are offered.

Tution and fees: $2,556.90 per year for full-time students. Housing: $1,467 per year for dormitory housing and board.

Wheeling College
Wheeling 26003

Bachelor's degree programs are offered in accounting, allied health, banking, behavioral analysis for management, biology, business administration, chemistry, communication arts, criminal justice, English, fine arts, French, general business, general science (biology or physics), history, marketing, math, medical technology, nursing, philosophy, physics, political science, psychology, public administration, sociology, Spanish, theology.

Tuition and fees: $1,110 per semester for full-time students. Housing: $710-$810 per semester for dormitory housing and board. ■

Got A Complaint

Send us your opinion of those services and organizations you have used that are listed in the *West Virginia Women's Yellow Pages.*

Fill out the evaluation form provided at the back of the book. Your feedback is critical to building an ongoing and effective information network among the women of West Virginia.

- The Eds.

Paying for Your Education

by Jeanne Powell

Sources of financial aid fall into four categories: scholarships (gifts of money awarded primarily for scholastic ability); grants (money awarded primarily because of a student's financial need); loans (financial assistance which must be repaid when you finish school); and employment.

The financial aid office at the college you are attending or entering can help you arrange for financial assistance that meets your needs. Some general programs you should ask about include Basic Educational Opportunity Grants, Supplemental Educational Opportunity Grants, College Work-Study, National Direct Student Loans, Guaranteed Student Loans, Veterans Benefits, and West Virginia Higher Education Grants.

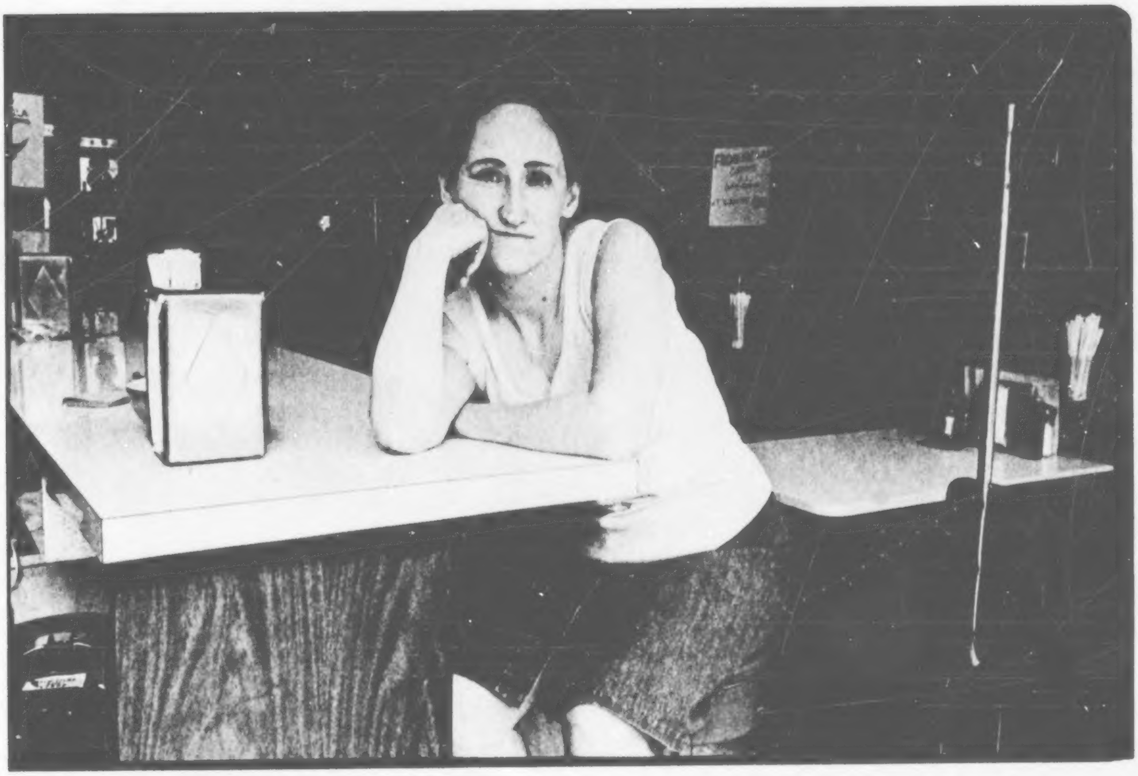
The West Virginia Higher Education Grant program of the Board of Regents awards financial help upon demonstrated need and academic performance. Grant awards vary in size according to need. Applicants must be residents of West Virginia and potential full-time students in undergraduate studies at a state college or university. Applications are available from high school counselors, financial aid offices of state colleges and universities, and the Board of Regents, 950 Kanawha Boulevard East, Charleston 25301, 348-2101.

Each college in West Virginia also has a number of privately funded scholarships and grants. However, these are often available only to those students who meet certain requirements. Check the college's catalog for further information. Finally, many foundations, civic, professional, service, and social organizations sponsor scholarships.

Once you receive financial assistance, there are several steps you can take to ensure that you keep it. Read the contract of any loan before signing. Remember to sign another contract or see the financial aid officer in order to renew your aid for another term. If the school forgets to send you a renewal notice, it could mean a stoppage of funds at your next registration period. It is a good idea to visit the financial aid office at your college at the beginning of each semester just in case you have not signed all the necessary forms.

It is helpful to bring a copy of your most recent grades when you visit your financial aid officer or any scholarship service.

Most students who receive financial aid must fill out a Financial Aid Form (FAF) or some equivalent form each year. Save these forms from year to year because you may be asked for the previous year's statistics on your financial condition. ■



■ © Rosalyn Gerstein, *Charleston, West Virginia*

A Guide to Financial Aid Resources

Excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).

Publications

American Association of University Women
Educational Foundation
of Fellowship Office
2401 Virginia Ave, NW
Washington, DC 20037

A variety of pamphlets and informational flyers on scholarships for women.

Awards for Graduate Study and Research
Publications Unit
Education, Science and
Culture Division
Statistics Canada
Ottawa 3, Ontario, Canada

Over 1,800 entries on awards given worldwide for Canadians. Many awards listed are open to non-Canadians as well.

Barron's Handbook of Junior and Community College
Financial Aid
Nicholas C. Proia and
Vincent DiGaspari
Barron's Educational Series, Inc.
Woodbury, NY, 1974.
$6.95 (paperback)

A sourcebook of junior and community colleges, listing each school's financial aid allotment.

Educational Financial Aid Sources for Women
Clairol Loving Care
Scholarship Program
345 Park Ave, Fifth Floor
New York, NY 10022

This free flyer lists financial aid sources for older women seeking to further their education. Excellent.

Financial Aids for Higher Education
Oreon Keeslar
William C. Brown Co.
Dubuque, IA
$14.95 (paperback)

Comprehensive listings of financial aid. The book includes ideas for finding nontraditional and untapped sources of money. Published yearly. Despite the high price, this is highly recommended.

Ford Foundation
320 East 43 St.
New York, NY 10017

Free pamphlet describes the publications available from the Foundation. Among those listed is 'That 51 Per Cent: Ford Foundation Activities Related to Opportunities for Women.'

The Foundation Center
888 Seventh Ave.
New York, NY 10019

The Center is the only independent, nonprofit organization in the United States dedicated entirely to the gathering, analysis, and dissemination of information on the philanthropic foundations. It publishes the Foundation Directory, the Information Quarterly (which updates the Directory) and the Foundation Grants Index.

For further information, request the Center's free leaflets, 'What Will a Foundation Look for When You Submit a Grant Proposal?' and 'Finding Foundation Facts: A Guide to Information Sources.' People may also visit the library or make inquiries by phone (212-489-8610), free of charge. There are fees for duplication of materials and machine printouts.

Garrett Park Press
Garrett Park, MD 20766

Publications on financial aid resources for minority students available. These include the *Directory of Special Programs for Minority Group Members* ($9.75 per copy) and a series of pamphlets on financial aid for minorities in education, law, business, journalism, and communications ($1 each).

Goals and Grants
National Endowment
for the Arts
2401 C St, NW
Washington, DC 20506

This booklet describes fellowships ranging from $1,000 to $10,000 in endowment awards in architecture and environmental arts, dance, literature, museums, music, public media, and visual arts.

The Grants Register
Roland Turner, Ed.
St. Martin's Press
New York, NY

Over a million individual awards opportunities for college graduates, professionals, and scholars are listed.

More than a third of the awards are international in scope. Published every two years.

Guide to OE-Administered Programs
American Education
P.O. Box 500
Bryans Rd, MD 20616

The U.S. Office of Education grants for graduate and undergraduate students in education, library science, languages, public service, and other areas. Copies can be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Published yearly.

How to Obtain Money for College
William Edward Lever
Arco Publishing Co.
New York, NY, 1976
$5 (paperback)

Financial aid sources for colleges and business, technical, and other postsecondary schools. There is a special section on financial aid for the re-entry adult. Highly recommended.

Making It - Guide to Student Finances
Harvard Student Agencies, Inc.
C. P. Dutton, Inc.
New York, NY, 1973
$4.95 (paperback)

A sourcebook on traditional and nontraditional ways to get money for college. Highly recommended.

National Endowment for the Humanities Program Announcement
National Endowment
for the Humanities
806 15 St, NW
Washington, DC 20506

Free booklet lists research grants, fellowships, and summer stipends. Subject areas include history, philosophy, languages, literature, art criticism, sociology and more.

Need a Lift?
The American Legion
Education and Scholarship Program/
Americanism and Children
and Youth Division
P.O. Box 1055
Indianapolis, IND 46206

An excellent guide to financial aid opportunities. Sources of career information, scholarship and financial aid, loans and educational benefits are given. Highly recommended. $.50

Paying for Your Free Education
CUNY Office
of Admissions Services
875 Ave. of the Americas
New York, NY 10011

Free pamphlet lists major scholarships and grant programs sponsored by the federal and state governments. It also gives information on student loan programs.

The Rhodes Report: Career Opportunities in Education
Educational Service Bureau, Inc.
1835 K St, NW
Washington, DC 20006

Bimonthly report covers scholarships and fellowships for those planning graduate work or retraining in the educational field. It also lists openings around the country at elementary, secondary, college, and administrative levels. $15 yearly.

Selected List of Major Fellowship Opportunities and Aids to Advanced Education for United States Citizens
National Research Council
Fellowship Office
2101 Constitution Ave.
Washington, DC 20418

Free pamphlet of undergraduate, graduate and postdoctoral fellowship opportunities. It covers all disciplines and lists over 20 books and pamphlets on fellowships, scholarships and student loans. Similar booklet for foreign nationals also available from the same source.

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

This office publishes the following: 'Financing an Undergraduate Education' (CE*55035A); 'Financing a Graduate Education' (*OE55036); 'Financial Aid for Higher Education' (F.S.5.255:55056) $1; 'Educational Scholarships, Loans and Financial Aids (D101.22:352-1) $1; 'How the Office of Education Assists College Students and College' (F.S.5.255: 051-68 301); and 'How to get Money for College' (F.S.5.255. 55050) $.10.

Sylvia Porter's Money Book
Sylvia Porter
Doubleday and Co.
Garden City, NY, 1975
$14.95 (hardcover)
Avon Books, New York, NY, 1976
$5.95 (paperback)

This comprehensive book on money management has an informative section on how to finance a college education.

Women & Fellowships
Judith Nies
Women's Equity Action League
National Press Bldg.
Washington, DC 20045

A report on the status and number of women who receive fellowships. Included is a list of major fellowships and information on fellowships. $4.

Women in Fellowship and Training Programs
Cynthia Altwood
Project on the Status
and Education of Women
Association of American Colleges
1818 R St, NW
Washington, DC 20009

Published in 1972, this free booklet is a study of the status of women and fellowships. Its survey of about 75 programs made some discouraging conclusions.

A Selected List of Awards/ Scholarship Services

These are only a small number of the major scholarships and grants offered each year. We have tried to focus on awards for women, especially for women whose academic careers have been interrupted or who need more education to further their professional careers. We have also included a few services which help people find scholarships.

Altrusa International Foundation, Inc.
332 South Michigan Ave.
Chicago, IL 60604

Its Founders Fund Vocational Aid program awards from $50 to $500 through local Altrusa Clubs to women of all ages for training to become employable, retraining in a skill, purchase of equipment for one's own business, or personal rehabilitation.

American Association of University Women
Educational Foundation Programs
2401 Virginia Ave. NW
Washington, DC 20037
202-785-7700

Awards to women who have fulfilled all requirements for a doctorate, except dissertation, by January preceding the fellowship year. A few postdoctoral awards are also available. Candidates must be U.S. citizens or hold permanent resident status at the time of application and must pursue their professional career in the United States. Deadline for application: December 15.

American Council on Education
One Dupont Circle, NW
Washington, DC 20036
202-833-4700

The council sponsors two programs to assist graduates and scholars: Academic Administration Internship Program places 40 fellows in policy-making and administrative positions in colleges and universities for one year; the Council for International Exchange of Scholars administers awards to senior scholars through the Mutual Educational and Cultural Exchange Act (part of the Fulbright-Hays Program), in cooperation with the U.S. Department of State and the Board of Foreign Scholarships. In addition, the council lists overseas opportunities for advanced research and university positions, and recommends candidates for about 500 research awards in nearly 80 countries.

Business and Professional Women's Foundation
2012 Massachusetts Ave. NW
Washington, DC 20036
202-293-1200

Career Advancement Scholarships assist mature women who need further education or training to enter a new field or improve their chances for advancement.

Claremont College
Women Administrators Program
160 Harper Hall
Claremont, CA 91711
714-626-8511

The college offers a Carnegie Administrative Fellows program which provides administrative training to a select group of women. The program prepares the fellows for upper-echelon administrative positions in colleges and universities. Application forms are available from the project coordinator.

Danforth Foundation
222 South Central Ave.
St. Louis, MO 63105
314-862-6200

Approximately 100 graduate fellowships are awarded to college seniors and graduates who intend to pursue careers as college or university teachers in a liberal arts subject. The fellowship provides for tuition, fees, and a living stipend. Applicants must be seeking the Ph.D. or other advanced terminal degree. Twenty-five percent of the awards are given to applicants of minority ethnic backgrounds. College undergraduates should contact the liaison officer for the Danforth at their schools; college graduates should request applications by November 15. Deadline for applications: December 9.

Institute of International Education
809 United Nations Plaza
New York, NY 10017
212-883-8278

The institute administers international fellowships in all fields of study: U.S. Government grants under the Fulbright-Hays Act; fellowships offered by foreign governments, universities, and private donors; and Fulbright-Hays travel grants to certain countries. Enrolled students should contact their campus Fulbright Program Advisor; others should write to the Institute's Counseling and Correspondence Division. Deadline for completed applications: November 1 of preceding year. Requests for applications not honored after October 15.

National Science Foundation
Scientists and Engineers
in Economic Development
Program (SEED)
1800 G St, NW
Washington, DC 20550
202-632-7864

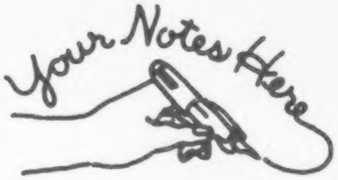
SEED annually provides two types of awards enabling about 40 scientists and engineers to apply their knowledge to help developing countries. Research/teaching grants support development projects designed by applicants in collaboration with foreign scientists and engineers; and International Travel Awards are given for projects or consultation requiring only a short time period. Candidates for Research/Teaching grants apply through their institution; candidates for International Travel grants apply directly. Guidelines for proposal preparation available from the Division of International Programs at the above address. Closing date for proposal submissions: June 1 and December 1.

Soroptimist International of the Americas, Inc.
1616 Walnut St.
Philadelphia, PA 19103
215-732-0512

The Training Awards Program grants 30 scholarships each year to women who want to improve their economic status through continued education.

U.S. Office of Education
Department of Health,
Education, and Welfare
Washington, DC 20202
202-245-8710

The U.S. Office of Education supports five financial aid programs: Basic Education Opportunity Grants; National Direct Student Loans; Supplemental Education Opportunity Grants; College Work Study; and Guaranteed Student Loans. To be eligible for these programs, you must be a citizen or permanent resident of the United States and enrolled or accepted at an approved post-secondary educational institution. Contact the financial aid office of the school at which you plan to enroll for more information on these programs. For additional information on the Basic Educational Opportunity Grant, write to BEOG, P.O. Box 84, Washington, DC 20044. ■



Women's Studies Resources

by Ronald Powell

Increasingly, women want and need information representing all aspects of women's topics. Most public, college and university libraries have shown a growing interest in recent years in acquiring materials by, for, and about women.

Many materials dealing with women that libraries are likely to hold are listed in *Womanhood Media: Current Resources About Women* by Helen R. Wheeler (Scarecrow Press, Metuchen, NJ, 1972) and its 1975 Supplement; and *Women and Society: A Critical Review of the Literature with a Selected Annotated Bibliography* by Marie B. Rosenberg and Len V. Rosenberg (Sage Publications, Beverly Hills, CA, 1975).

Many libraries also subscribe to one or more periodicals devoted to women's issues. Other resources available include pamphlets, brochures, and audiovisual materials.

A major resource group in West Virginia is the National Women's Studies Association. Formed in 1977, NWSA supports 'not only the pursuit of knowledge about women, but also the development of knowledge for women' and 'promotes feminist education at every educational level and in every educational setting.' West Virginia is included in the North Central Region. Regional dues range from $1.50 for students and unemployed persons to $6 for those earning over $10,000. National dues are also scaled and range from $5 to $25. For additional information, contact Arline Thorn, 1593 Campbell Dr, Huntington 25705. ■

Publications

LOCAL RESOURCES:

The Education of
West Virginia Women
Ph.D. Dissertation
Katherine Vossler
West Virginia University
Morgantown 26506

Historical documentation of the struggle by West Virginia women for an equal education.

Temper of the Times:
Contemporary Women's Poetry
Kitty B. Frazier
West Virginia State College
Audio-Visual Department
Institute 25112

A multi-media presentation of the lives of some prominent women poets and their poetry. Available for showing to schools, colleges, women's and community groups. Write for rental fee information.

West Virginia Women Writers
Kitty B. Frazier
West Virginia State College
Institute 25112

This bibliography of the writings of 240 women writers, past and present, from West Virginia is also available from West Virginia University, Morgantown 26506, and Schlesinger

Library, Radcliffe Institute, Radcliffe College, Cambridge, MA 02138.

Women and Literature: Discussions and Interviews
c/o Devon McNamara, P.O. Box 296
Philippi 26416
739-2471

Produced for radio by a West Virginian, the series of 24 half-hour cassette tapes focuses on such themes as contemporary women writers, mountain writers, poets, and interviews with contemporary literary women, including West Virginian Louise McNeill. Write or call for price information. McNamara is also available for lectures and poetry readings.

NATIONAL RESOURCES*

The Clearinghouse on Women's Studies
The Feminist Press
SUNY/College of Old Westbury
P.O. Box 334
Old Westbury
Long Island, NY 11568
516-997-7660

Principal source on women's studies courses on the high school, undergraduate and graduate levels. Available are *Female Studies VII: New Courses/New Programs*, 1973 ($4), *Who's Who & Where in Women's Studies*, and a monthly Women's Studies Newsletter which lists teaching vacancies.

KNOW, Inc.
P.O. Box 86031
Pittsburgh, PA 15221

KNOW publishes nearly 300 pamphlets and numerous books on topics of interest to women. The women's studies series, prepared by the Modern Language Association's Committee on the Status of Women, contains syllabi, course designs, and reading lists. The series now includes eight parts and is continually expanded.

MAJOR LIBRARY COLLECTIONS

Business and Professional Women's Foundation Library
2012 Massachusetts Ave, NW
Washington, DC 20036
202-293-1100

Collection of over 7,000 books, microfilms and tapes, and a vertical file on the historical and contemporary status of women. The library answers phone requests and tries to answer all letters within 48 hours.

Boston Public Library
666 Boylston St, Boston, MA 02116
617-536-5400

Books in the Galatea Collection deal with famous women's biographies, the rights of women, the history and condition of women, and relations between and comparisons of the sexes. Access is limited to graduate students and serious scholars of women's studies. This collection should soon be available on microfilm to the general public.

Feminist History Research Project
P.O. Box 507, Venice, CA 90291

The project is collecting oral histories from women on the period 1900 to 1930. In addition, it is also producing slide tape programs based on oral history concerning women in the labor movement and the professions, birth control, and fashion.

Library of Congress
10 First St, SE
Washington, DC 20540
202-426-5000

The manuscript collection holds the papers of Susan B. Anthony, Elizabeth Cady Stanton, Clara Barton, the Blackwell family, Carrie Chapman Catt, Margaret Sanger, and Clare Booth Luce. Selections do not circulate, but copying facilities are available.

Massachusetts Institute of Technology
Charles Hayden Humanities Library
Cambridge, MA 02139
617-253-5681

Part of the Human Studies Collection, the Women's Studies Collection includes periodicals, articles and academic papers from local area universities. Bibliography available for $1.50, payable to the MIT Libraries.

New York Public Library
5 Ave. and 42 St.
New York, N.Y. 10018
212-790-6262

The New York Public Library has over 12,000 entries on women in its general collection, including the history of women, special collections on women's suffrage, modern feminist movement, and women in the arts. General collections open to those 18 and older; special collections, to qualified researchers and graduate students only.

Schlesinger Library on the History of Women in America
3 James St, Cambridge, MA 02138
617-495-8647

One of the country's most complete collections of books, manuscripts, and materials on the history of women in American life. A catalog of its books and manuscript holdings, published by G. K. Hall, is available in college and university libraries throughout the country. Open to researchers.

The Sophia Smith Collection
(Women's History Archive)
Smith College
Northampton, MA 01060
413-584-2700, ext. 622

The collection, consisting of 80,000 books and an uncounted number of manuscripts, includes the papers of Jane Addams, Clara Barton, Carrie Chapman Cott, Margaret Sanger, and Agnes De Mille. None of the materials circulate, but most may be xeroxed at the library for a fee. Film series and symposia on Historical and Contemporary Perspectives on Women are held periodically. Free bibliographies and catalogues for $2 and $6 are available. Collection open to all.

Women's History Research Center
2325 Oak St, Berkeley, CA 94708
415-548-1770

The major collections of the now dispersed Women's History Library have been placed on microfilm by the Research Center and are sold to libraries across the country. 'Women

& Law' includes materials on ERA, credit, divorce, suffrage, employment, and other topics. 'Women & Health/ Mutual Health' covers birth control and sexuality. 'Herstory' records the women's movement, as drawn from the International Women's History Archive and 821 newsletters, journals, and newspapers. The microfilms are so expensive (nearly $4,000) that only the well-endowed libraries can afford them. (Harvard and Radcliffe have purchased the microfilms.) 'Female Artists, Past and Present,' an annotated directory and bibliography on artists, organizations, and galleries, is available to individuals for $6 per copy, to institutions and groups for $7. ■

**Portions of these listings are excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc. 1978)*

■ Vicki Lawrence, *Florence Luscombe, Suffragist*

■ *Appalachian Women:* Wendy Ewald (above); Geoffrey Biddle (below)

Food and Nutrition

Our West Virginia Diet

by Kitty Parkins

Our West Virginia diet reflects many of the same factors that affect all American diets. Our foods have their roots in our ancestries and nationalities - and our television advertising. What is best about our diet, though, comes from our heritage and from our uniqueness.

West Virginia is still predominantly rural. The more our eating habits reflect our rural heritage, the better our health will be. We can still grow our own meat, shoot our own game, and obtain locally raised beef free of chemicals, preservatives, and hormones. Fresh eggs are plentiful, usually fertilized with darker, richer yolks, which contain more vitamins and minerals than commercially produced eggs.

Some West Virginians still keep a cow or goat for fresh raw milk and other dairy products. If cattle are disease free, fresh raw milk cannot be beaten for flavor and nutritional value. (The heat from pasteurization destroys many valuable nutrients while killing possibly harmful bacteria. Unfortunately, the West Virginia Health Department does not permit the sale of raw or unpasteurized milk and dairy products in this state.)

Though not easy to find, there are mills around the state that grind corn, buckwheat, and other grains. West Virginians can go into the wilds and gather blackberries, raspberries, elderberries, and paw paws. If you have ever seen someone with a brown bag walking along the highway who seemed interested in foliage, it was probably someone looking for a mess of greens. Poke greens are a favorite here, but all kinds of greens find their way into our food. They are among the very best of the foods we eat.

In general, West Virginians are already nutrition conscious. Most of us have a garden, a relative or friend with a garden, or some other access to fresh produce. Except during the coldest part of winter, we are able to pick a mess of something from the garden or the wilds. Our favorite vegetables include green beans, corn, tomatoes, potatoes, cabbage, onions, carrots, squash, pumpkins, leaf lettuce, peas, broccoli, cauliflower, beets, spinach, collards, mustard greens, turnips, asparagus, and lima beans. Many West Virginia women not only have a garden, but a cellar full of home-canned food, a freezer full of home-frozen food and a cabinet full of jams, jellies, preserves, pickles, and sauerkraut. I've heard many state women say, 'We don't have much, but we sure do eat well!' West Virginia women are excellent cooks - taking a little and making it go far and taste wonderful.

■ © Jon Chase

If we are lacking in anything, it is likely to be sufficient nutritional information to make wise choices of what to prepare. We can improve our diet by eating fewer calories, fats, and sugars, and by eating more basic foods, more roughage, and drinking more pure fresh water. This chapter on Food and Nutrition should help you make better choices regarding your own health and nutrition, and that of those whose care is entrusted to you.

Necessary Nutrients

■ Geoffrey Biddle, *Homemade Bread*

Protein: provides nitrogen and amino acids for body proteins (in skin tissues, muscles, brain, hair, etc.), for hormones (substances that control body processes), for antibodies (which fight infections), and for enzymes (which control the rates of chemical reactions in our bodies). Important sources - milk, cheese, yogurt, eggs, fish, poultry, soybeans, lean meats, wheat germ, nutritional (brewer's) yeast, and certain vegetable combinations.

Fats: provide a concentrated source of energy; carry certain fat-soluble vitamins (notably A, D and E) and essential fatty acids; provide insulation and protection for important organs and body structures. Important sources - whole milk, most cheese, butter, margarine, nuts, and oils (preferably unsaturated, unhydrogenated). Cholesterol and 'saturated' fats are found in eggs, butter, cheap hamburger, and ice cream.

Carbohydrates: keep protein from being used for energy needs so it can be used primarily for body-building functions; also necessary for protein digestion and utilization. Provide our main source of energy and the glucose vital for certain brain functions. Important sources - fruits, vegetables, whole-grain bread, cereals, and grains.

Vitamin A (fat soluble): helps prevent infection; helps eyes adjust to changes from bright to dim light (prevents night blindness); is needed for healthy skin and certain tissues, such as the lining of eyes and lungs. Extra vitamin A is stored in the liver - that is why animal livers are such a good source. Other important sources - whole milk, fortified margarine (A is added), butter, most cheeses (especially swiss and cheddar), egg yolks, dark-green and yellow vegetables (especially carrots, parsley, kale and orange squash), and apricots.

Vitamin D (fat-soluble): needed for strong bones and teeth (regulates calcium and phosphorus in bone formation); essential for calcium absorption from the blood. Important sources - sunlight shining on bare skin, vitamin D-fortified milk, fish-liver oil, sardines, canned tuna.

Vitamin E (fat-soluble): helps preserve some vitamins and unsaturated fatty acids (acts as an antioxidant); helps stabilize biological membranes. Important sources - plant oils (especially wheat-germ oil and soybean oil), wheat germ, navy beans, eggs, and brown rice.

Vitamin C or ascorbic acid (water-soluble): easily destroyed by air and heat. Like many other water-soluble vitamins, it is not stored in the body, so we need some every day. C is needed for healthy collagen (a protein that holds cells together); helps wounds to heal; is needed for normal blood-clotting and healthy blood vessels and for iron absorption; spares or protects vitamins A and E and several B vitamins; and is needed for strong teeth and bones. Important sources - citrus fruits, green and red peppers, green leafy vegetables, parsley, tomatoes, potatoes, strawberries, cantaloupe, bean sprouts (especially mung beans and soybeans).

B Vitamins (water soluble): include thiamine (B_1), riboflavin (B_2), niacin, pyridoxine, folic acid, cobalamin (B_{12}), cholene, etc. Folic-acid deficiency is common during pregnancy. It may also be caused by birth control pills. Riboflavin is destroyed by sunlight, so use milk containers that keep out light. Fatigue, tension, depression are often signs of a B deficiency. The B vitamins are needed for steady nerves, alertness, good digestion, energy production, healthy skin and eyes, certain enzymes involved in amino-acid synthesis, and maintenance of blood. Important sources - whole-grain breads and cereals, liver, wheat germ, nutritional yeast, green leafy vegetables, lean meats, milk, molasses, peanuts, dried peas and beans.

■ © Rosalyn Gerstein, *Cantaloupes in Ruby's Garden*

Calcium: more easily digested when eaten with acid foods (such as yogurt or sour milk). Its chief functions are building bones and teeth, blood-clotting, regulating nerve and muscle activity, and absorbing iron. Important sources - whole and skim milk, buttermilk, cheese, yogurt, green vegetables, egg yolk, bone-meal powder, blackstrap molasses.

Phosphorus: needed to transform protein, fats and carbohydrates into energy in the body; makes up part of all the body's cells; needed for building bones and teeth. Important sources - milk, cheeses, lean meats and egg yolks.

Iron: daily intake is important. Children, teenagers, and pregnant and menstruating women are especially likely to have iron deficiencies. Iron makes up an important part of hemoglobin, the compound in blood that carries oxygen from the lungs to the body cells. Important sources - lean meat, liver, egg yolk, green leafy vegetables, nutritional yeast, wheat germ, whole-grain and enriched breads and cereals, soybean flour, raisins, and blackstrap molasses.

Iodine: an important part of thyroxine; helps the thyroid gland regulate the rate at which our bodies use energy. Affects growth, water balances, nervous system, muscular system, and circulatory system. Important sources - iodized salt, seafoods, plant foods grown in soil near the sea.

Magnesium: required for certain enzyme activity and helps in bone formation. Important sources - grains, vegetables, cereals, fruits, milk, and nuts.

Potassium: needed for healthy nerves and muscles. Important sources - seafood, milk, vegetables, and fruits.

Sodium, chlorine, fluorine and other trace minerals: most of our diets now contain too much sodium, largely because of sodium compounds used in processed foods and excessive use of table salt. These minerals have varying functions, many of them not well understood. Fluorine is especially important from birth to six months. It helps to prevent tooth decay by hardening tooth enamel. Important sources - meat, cheese, eggs, seafood, green leafy vegetables, fluoridated water, and sea salt.

Water: although not really a nutrient, water is an essential part of all tissues. Most people need six to seven glasses of fluid (water, tea, juice, etc.) a day to keep good water balance in the body. Water often supplies important minerals, such as calcium and fluorine.

Cellulose (roughage): also not a nutrient, but important for stimulating the intestinal muscles and encouraging the growth of certain intestinal bacteria; it also keeps teeth clean and gums healthy. Important sources - fruits, vegetables, whole-grain bread and cereal.

Sugars

Pure white sugar is harmful. It provides calories which do not satisfy hunger or nourish the body. Some authorities believe that too much sugar contributes to high cholesterol. Many chronic degenerative diseases are directly linked to being overweight, and obesity is caused by the intake of too much sugar and fat. Sugar is most harmful to those suffering from sugar diabetes or hypoglycemia (low blood-sugar).

Sugar is totally lacking in nutrients, whether it is corn syrup, imitation maple syrup, brown sugar, or confectionary sugar. Honey is a different type of sugar, and molasses at least has iron in it, but both have the same faults as sugar. At least honey and molasses are sweeter, so less is needed.

Sugar also interferes with normal digestion. It is very acidic and causes alkaline digestive juices to rush into the stomach to neutralize the acid. If sugar is not burned up quickly, it turns to fat.

Our bodies, though, can get plenty of sugar energy from the natural sugar already in foods: milk contains lactose; starchy foods such as peas, corn, and sweet potatoes provide natural sugars; and fruit has fructose. Fruit, in fact, is one of the best sources of natural sugar in our diet. When preserving fruits, we should learn either to use the smallest possible amounts of sugar, or substitute honey, or even can our fruits without any sugar. Contrary to what most canning books say, fruit can be canned in water, or even with artificial sweetener. If most of your family's fruit comes from the cellar, it is amazing how quickly their taste buds can become accustomed to less sugar in home-canned fruits.

■ © Rosalyn Gerstein, *Standard Supply Company Store, Twilight, West Virginia*

It is advisable to lessen your family's sugar consumption gradually. Serve fruits instead of rich desserts. Avoid foods rich in sugars and starches, such as noodles, macaroni, enriched white bread, spaghetti, bakery goods, prepared mixes for cakes and other instant foods, most breakfast cereals, gelatin and instant puddings, instant mashed potatoes, and other easy-to-fix forms of starch. Limit your intake of jams, jellies, prepared desserts, candies, and fruit drinks (which are not really fruit juices, but artificially made with only a small percentage of actual fruit juice). Cut out junk food snacks completely. Go to the supermarket only after you have eaten a good meal, and always bring a grocery list with you. *(For more shopping advice, see Supermarket Survival in this chapter.)*

Fats and Oils *

■ Vicki Lawrence

Today we hear a lot about polyunsaturated fats, hydrogenated products and low-cholesterol foods. Since cholesterol is closely linked to heart disease - a major killer in this country, striking a growing number of women - it is important to understand more about the fat we eat.

First of all, fats and oils can come from either plants or animals. Fatty acids, which make up the main part of fats, are chains of carbon atoms with many hydrogen and fewer oxygen atoms added on. Whenever any of the carbon atoms in these chains are connected by double bonds ($C = C$), the fat is called unsaturated. Fatty acids that have two or more double bonds are said to be highly unsaturated, or polyunsaturated. These fats are almost always liquid oils of vegetable origin (such as corn, soybean and safflower oils).

Saturated fats do not have double bonds and harden at room temperature. Most animal fat is saturated (beef, lamb, ham and many dairy products). Saturated vegetable fats are found in many solid shortenings (Crisco and Spry, for example), coconut oil, cocoa butter and palm oil (used in store-bought cookies, pie fillings and non-dairy milk and cream substitutes).

Hydrogenation refers to a process of changing liquid, unsaturated fats to solid fats ($C = C$ double bonds are broken by adding hydrogen atoms onto the chain). Some products are completely hydrogenated (hardened), some partially hydrogenated (some table margarines, for instance, and most commercial peanut butters).

One important reason for knowing all this has to do with cholesterol, a waxy substance found in animal fats (in meats, egg yolks and butter) and used in many of our body's chemical processes. Our bodies both make cholesterol and get it from the fats we eat. Everyone needs a certain amount for good health, but too much cholesterol in the blood can cause heart and blood-vessel diseases. Cholesterol deposits can form in the linings of artery walls, eventually blocking off the artery channels completely. When this happens in a major artery of the heart muscle, the result is a heart attack. More and more women now get heart disease, probably because of their diets.

How, then, do we cut down on the cholesterol in our blood? One way is to eat fewer animal fats, especially eggs. Another way is to avoid hardened (hydrogenated) vegetable fats. Probably most important, we should have enough vegetable oils high in polyunsaturated fatty acids. These 'essential' acids lower our level of blood cholesterol considerably, though the exact mechanism is unclear. Linoleic acid, the most common fatty acid, is especially abundant in safflower, soybean and sunflower seed oils.

Apparently, the type of fat we eat may be more important than the total amount. If we want to keep a low cholesterol level our diets should have a high ratio of polyunsaturated to saturated fats. That is, more of the fat we eat should be polyunsaturated, less of it should be saturated. One way of doing this is to substitute polyunsaturated margarines for butter. Another way is to cook and bake with liquid vegetable oils (except olive oil, which is only mono-unsaturated) instead of margarine and butter.

**Reprinted with permission from Our Bodies, Ourselves: A Book By and For Women, Boston Women's Health Book Collective, Inc. (New York: Simon & Schuster, second rev. ed, 1976).*

Beverages

The fluids we consume are not especially nutritious. Coffee, tea, soft drinks, imitation fruit drinks, instant drinks of all varieties, hot chocolate and chocolate milk (chocolate interferes with calcium absorption), alcoholic beverages - all of these are not really good for us. They are loaded with sugar, chemicals, artificial colors, and flavors - and are expensive. Coffee and coca-cola contain caffeine, which in excess is addictive, heightens nervousness, and can make sleep impossible.

We can take some positive steps, however, to save our health and money. For instance, pure fruit juice, even though expensive, is more nutritious. Grapes, which grow abundantly here, are a real family favorite when made into juice and canned. An excellent way to make home-canned grape juice is to put one cup of concord or other ripe grapes into the bottom of a sanitized quart jar, cover with boiling water (add a little honey for

■ Susan Meiselas, *West Virginia* © Magnum Photos, Inc.

sweetening if you have to) and process in your canner for twenty minutes. One bushel of grapes makes about forty-eight quarts.

Good old-fashioned, fresh-made lemonade is a wonderfully nutritious drink. Lemons are believed by many to have a cleansing, energizing effect on the body. Lemons are fairly cheap and usually plentiful all year round in the supermarkets. Try squeezing one lemon into a quart of water and sipping on it periodically all day as a substitute for a fattening drink.

High quality frozen orange juice and grapefruit juice can be obtained rather inexpensively in some West Virginia counties through a program of the West Virginia University Extension Office called 'Farmer to Farmer.' During the winter citrus months, these products and others can be purchased in sufficient quantities to last throughout the summer when stored in a freezer.

Learn to enjoy herb teas, both hot and cold, including our own local varieties, such as peppermint and sassafras. These teas can be purchased in most health food stores. A type called 'Red Zinger' tastes like punch. My children enjoy a drink their grandmother made, called 'teakettle tea.' This drink is made with hot water from the teakettle, a little molasses, and a little milk. Black strap molasses gives it more color and iron, but West Virginia sorghum works just fine.

Coffee substitutes such as Postum and Pero are also nutritious, although they take some getting used to and are expensive. The most important beverages are water and milk. Water is needed in every bodily function.

Roughage

It is just observation that he who lives by rule and wholesome diet is a physician to himself.

- Helen and Scott Nearing
Living the Good Life, 1954

Lack of bulk or roughage in the diet is one of the main causes of faulty elimination. Faulty elimination, in scientific studies, has been proved to contribute to such serious ailments as cancer of the colon and rectum, obesity, phlebitis and resulting blood clots in the lungs, appendicitis, diverticular disease of the colon, and ischemic heart disease - the primary cause of heart attacks.

While we are on the subject of elimination and constipation, we should clarify what is meant by constipation. It is not measured by the frequency of bowel movements but by the hardness and compactness of the stool. In a healthy person, stool should be partially formed and should not have an especially foul smell. When sufficient roughage is added to the diet and when sufficient fluids are taken you should not be bothered by constipation.

Foods that contain too much starch and sugar clog up our systems: convenience foods, prepackaged mixes, instant potatoes, cakes, cookies, puddings, jello, macaroni, spaghetti, white rice, noodles, pastry, and baked goods. Virtually all items high in sugar and/or white enriched flour cause constipation.

Foods such as meat, fish, and dairy products, while important, do not add roughage to our diets. Roughage comes from vegetables, fruits, whole grains, and whole grain products. All leafy green vegetables provide roughage, from cabbage and sauerkraut to wild greens. We should eat some kind of green vegetable

■ Susan Meiselas, *Clear Creek, West Virginia* © Magnum Photos, Inc.

daily. Unpeeled potatoes are a food fiber source; the peels contain most of the fiber and vitamins. Corn is another excellent source of roughage.

In addition to vegetables, fruits are a valuable source of roughage, and an unpeeled apple is among the best. If we really want to watch our weight and our roughage, we'll eat fresh oranges including the fiber and not just squeeze the juice for drinking.

The other major food area from which we obtain roughage is grains and whole grain products, which our diets usually lack. All white flour loses its fiber - the bran and wheat germ - in milling. We should learn to like whole wheat breads; to make our own whole wheat pie crusts, bran muffins, and pancakes; and to use whole wheat macaroni and spaghetti, which is available in health and natural food stores. Also add bran to your foods. Bran hides well in meat loaf, for example. Stoneground cornmeal, another fiber-rich grain, is superior to cornmeal mix. If you must use cornmeal mix, at least add bran to it. Miller's bran - the product removed in the manufacture of white flour - can be bought at health and natural food stores and is quite cheap. Store-bought, 100 percent bran cereals are good to eat with milk, but use plain bran for cooking since it is much less expensive than bran cereal products.

Wheat germ is another excellent source of roughage, as well as one of the richest foods nutritionally. Really fresh wheat germ is hard to find here, so buy the vacuum-packed toasted wheat germ found in the supermarket. It is always fresh and should be kept refrigerated after opening. Toasting wheat germ destroys some of the nutrients, but rancid or raw wheat germ tastes so bad there is little chance you or your family will want to eat it.

Other sources of roughage include sesame seeds, which can be added to a number of foods for flavor and texture and make a great natural laxative, and yogurt. While not fibrous, yogurt aids in digestion and helps prevent constipation by introducing helpful bacteria and lactic acid into the bowels. The bacteria in yogurt help to destroy harmful bacteria that are believed to produce carcinogenic (cancer-causing) substances in the intestines. Yogurt also aids in the prevention of gas formation.

Vegetarian Diet

This section on food and nutrition may not be adequate for those of you who do not eat meat. Most of this chapter is written for meat eaters, because the great majority of women in West Virginia are meat eaters, and would not choose to be otherwise. Meat eaters need more help nutritionally than most vegetarians, because vegetarians usually pay careful attention to what they eat.

Vegetarians follow several different diets: 'lacto-ovo' vegetarians eat milk products and eggs; 'lacto' vegetarians eat milk and dairy products, but not eggs; 'ovo' vegetarians eat eggs, but not milk and dairy products. Vegetarians who eat dairy products and eggs enjoy one of the best diets and rarely have nutritional problems. Pure vegetarians have difficulty obtaining certain B vitamins, such as B-12, and often develop pernicious anemia after many years on this diet if they neglect their nutrition. Early warning signs that the body is low in B-12 are menstrual difficulties, a sore mouth and tongue, a 'needles and pins' sensation in the hands and feet, and other 'nerve' problems (but not actual nervousness).

Vegetarian Seventh Day Adventists have a lower rate of high cholesterol and heart attacks than the average American. Vegetarians, because of the amount of roughage they consume, have fewer problems with high blood pressure, digestion, and constipation than Americans who eat meat and low roughage foods.

Complementary proteins

West Virginia women have been using protein complements for a long time. However, we didn't know there was a fancy name and scientific reason for eating pinto beans and cornbread, putting rich canned milk into mashed potatoes, and serving pudding made from rice, milk, and eggs.

The idea behind protein complements is that non-meat sources of protein are lacking in certain amino acids and are incomplete proteins (as opposed to animal proteins from meat, milk, and eggs, which are complete).

When eating meatless meals (and who doesn't have meatless meals?), it is important to complement proteins.

■ Rosamond Wolff Purcell

Vegetarian Cookbooks

The Natural Foods Cookbook
Beatrice Trum Hunter
Pyramid, New York, NY, 1961.

A bible for the vegetarian, this book is filled with ideas.

The New York Times Natural Foods Cookbook
Jean Hewitt
Avon, New York, NY, 1972.

This cookbook is highly recommended by Frances Moore Lappe who wrote *Diet for a Small Planet*.

Recipes for a Small Planet
Ellen Ewald
Ballantine, New York, NY, 1973.

A wealth of creative complementary protein recipes.

The Vegetarian Epicure
Anna Thomas
Vintage, New York, NY, 1972.

A cookbook of elegant dishes.

Milk products and nuts complement each other, so it is wise to have milk or some form of milk with peanut butter to get the most out of the food. In addition to this, wheat complements the milk also, so when we have a peanut butter sandwich on whole wheat bread with a glass of milk, we are eating a nutritionally sound meal.

Any time we have some kind of beans, from black-eyed peas to boston baked beans, it would be wise to serve (and we usually do) some good complementary bread. For an excellent explanation of complementary proteins and pages upon pages of recipes, consult *Diet for a Small Planet* by Frances Moore Lappe (New York: Ballantine, 1975), $1.95 paperback. ■

■ © Jon Chase, *Mrs. Chase in Her Garden*

Supermarket Survival

by Evelyn Kanter

The shopper's ten commandments

1. Make a shopping list and stick to it. A list will cut down your impulse purchases, which can run as high as 30 percent of your food budget.

2. Don't spend more than 30 minutes shopping. With some 20,000 items on the shelves, you are making decisions less than every second. After 20 minutes or so, you start grabbing things just so you can get out of the place.

3. Don't shop more than twice a week. List or no, the more often you market, the more often you'll be tempted to make unplanned purchases. Supermarkets are specifically laid out to force us to pass the greatest number of potential purchases. (Ever notice that basics like bread and milk, meats and vegetables are aisles apart?)

4. Shop at least two markets regularly. No two stores have the same prices on every item, and the quality of fresh meats, produce, and house brands will vary by neighborhood and chain.

5. Don't shop when you're hungry. It's much tougher to resist all those pretty pictures of food on an empty stomach. If at all possible, don't take the kids. Enticing goodies such as supersugared cereals and snack foods are deliberately placed at their eye level - where it's tough for you to see, tough for them to miss.

6. Do it yourself. Convenience has to be paid for. You are paying the supermarket as much as $20 an hour for the labor to cut up the chicken and slice the salami for you. Individual servings of cereals, puddings and such are nearly twice as expensive as the same amount in a larger package. Homemade not only saves money, but you'll avoid hundreds of cheap chemical fillers, artificial colorings, and preservatives that might be doing you more harm than good.

7. Use unit pricing. By law, all products must be priced per ounce, pound, quart, or piece (paper towels are unit priced by the 500 count) to give you a fighting chance to comparison shop without a slide rule.

8. Don't buy outdated products. Again, regulations require that perishables such as eggs, cheeses, breads and cakes be marked with the last day of sale or recommended use. Milk cannot be sold past midnight of the date stamped on the container. The difficult to crack the supermarket codes on meat: The easiest way is to check the code on the chopped beef, always the freshest meat in the store, and then buy other meats only with the same code marking.

9. Know what the regular prices are so you know what's a bargain. Advertised specials are not always at a specially lowered price. Those end-of-aisle displays are highly visible (and profitable) and often are used to move things at their regular price while indicating a bargain. Take advantage of specials and coupons, but don't buy on sale unless you would buy at the regular price. It's not a bargain until and unless you eat it. Also remember that eye level is buy level: the bargains are a reach up and a bend down.

10. Keep an eye on the cashier. If it was worth checking the price, dating, etc., before you selected it, then it's worth checking the price before you pay for it.

What's in a label - less than you think

FDA regulations require that package labels must list ingredients in their descending order of predominance, in other words, first is most. For instance, dehydrated chicken noodle soup that is labeled "salt, noodles, chicken, etc." has more salt than noodles and more noodles than chicken. Stay away from children's cereals that have sugar as their first listed ingredient and any cereal that has sugar as more than one-third of its contents (which knocks off most of the highly sugared, highly touted "all natural" cereals), and baby foods that contain more water than vegetables.

A pure fruit juice is just that, but if it is called "juice drink" or "fruit punch" or such, it is nothing more or less than water to which sugar, juices and artificial flavorings and colorings are added. It is cheaper and more nutritious for you to water down 100 percent pure juices to suit your taste. Another rip-off is the ready-to-pour orange juice made from concentrate (it says so, in small print, right there on the carton), meaning you are paying the processor to add the water for you.

The word "imitation" on a label means the product is nutritionally inferior to what it is imitating (for example, imitation margarine has too much water to qualify as margarine); but if two products are nutritional equals, the two foods will have different names (such as butter and margarine, or ice cream and ice milk). If the product name is slightly different from what you're looking for, it too is an imitation: "peanut spread" doesn't have enough peanuts in it to be called peanut butter; "American process cheese food" has additional ingredients that aren't American cheese. Similarly, if the spelling of a product name is different from its dictionary counterpart, it is also imitation: "beef flavour'd rice" is flavored with beef-tasting chemicals rather than beef; "hott doggs" have more cereal extenders than real hot dogs, etc.

The word "real" on a package, and/or the letter "y" to describe the "real chocolate flavor" or the "buttery taste" is a giveaway that flavor and taste are from artificial ingredients.

"Spaghetti sauce with meat" has twice the meat content as spaghetti sauce "flavored with meat."

■ © Rosalyn Gerstein, *Supermarket*

Baby food meat and broth contains 65 percent meat; high meat dinners have 30 percent meat; and vegetable and meat combinations have 8 percent meat. It's cheaper and more nutritious to make your own baby foods in the blender, or, mix a jar of meat and broth with a jar of vegetables to give your baby adequate protein.

Corn syrup (glucose) is used widely as a sweetener; in fact, corn syrup with a splash of maple syrup for flavor has replaced pure maple as the stuff you pour on your pancakes. Corn syrup is used in canned fruits (to thicken and sweeten the syrup), fruit juice and preserves, soft drinks, candy, cheese, ice cream and bakery products. Its presence does not have to appear on the label. Corn syrup is cornstarch that has been refined into a soluble liquid by sulphuric or hydrochloric acid, which robs it of its vitamin-mineral content, leaving a virtually pure carbohydrate. ■

Nutrition Resources for the Consumer

Publications

Consumer Beware: Your Food and What's Been Done to It
Simon and Schuster,
New York, 1971.

An excellent, well-documented critique of the food industry, this book discusses the effects of advertising and the profit-principle on the quality of our foods.

A Consumer's Dictionary of Cosmetic Ingredients
A Consumer's Dictionary of Food Addictives
Ruth Winter
Crown, New York, 1974 and 1972 (respectively). Each $3.95

Alphabetical explanations of just about everything you'd ever find listed on a food or cosmetic label.

Diet for a Small Planet
Frances Moore Lappe
Ballantine Books, New York
rev. ed, 1975. $1.95

An excellent book, it makes very strong and well-documented arguments that meat is an inefficient, sometimes dangerous, source of protein. Tells how to produce high-quality vegetable protein meals and includes many good recipes. Highly recommended.

Eat Your Heart Out: How Food Profiteers Victimize the Consumer
Jim Hightower
Crown, New York, NY, 1975.
$8.95 (hardcover)
Random House, New York, NY
1976. $1.95 (paperback)

A long-time critic of the food industry, Hightower documents the growing power of the big corporations and how that affects the price of what we eat; vertical and horizontal monopolies and oligarchies are taking an ever-growing share of our food dollar.

Feeding Ourselves
Berkeley Women's Health Collective
2214 Grove St, Berkeley, CA 94704

A good guide to healthful eating, this booklet contains information on pregnancy and nutrition, time-and-money-saving tips, and special diets.

Food Additives and Federal Policy: The Mirage of Safety
Beatrice Trum Hunter
Charles Scribner's Sons
New York, NY 1975.
$9.95 (hardcover)

Government's casual policy toward what we eat and the potential hazards of many food additives are documented by this noted nutritionist.

Food for People, Not for Profit
M. Jacobson and C. Lerza, Eds.
Ballantine Books
New York, NY, 1975.
$2.25 (paperback)

Supermarket Counter Power
Adeline Garner Shell
Warner Paperback Library
New York, NY, 1973. $1.25

Shopping do's and don'ts to get you more for less money.

■ © Rosalyn Gerstein, *Pancake Breakfast*

Food Assistance Programs

(See also Nutrition Resources During Pregnancy and After in this chapter.)

Food Stamp Regional Outreach Program
Department of Welfare
Economic Services Division
1900 Washington St, East, Bldg. 6
Charleston 25305
348-8290

Under this program, two nutritionists are available to talk to groups throughout West Virginia about nutrition principles, food labelling, and nutritious cooking. If you and other women in your community would like a free demonstration and lecture (which include a movie with free information materials and often free food), contact the Welfare office in your area.

West Virginia University Extension Programs

West Virginia University Extension offices are located in all 55 counties. Most employ an extension agent who acts as a home demonstration agent and usually is knowledgeable in the area of nutrition. Extension offices also employ nutritional aides who are available to give nutritional assistance in the home to low-income families. WVU Extension offices are listed under county offices in the telephone directory. ■

Food Hazards: Understanding Food Sanitation

by Robert Parkins

Every person who cooks should have an understanding of basic food sanitation in order to avoid illnesses caused by disease-carrying foods. An awareness of the types of food, what causes illness, and how to prevent unwanted organisms (germs) from living and growing in food, can go a long way in keeping your food safe.

An understanding of two types of foods, those with low and high acid content, and what health departments call the 'potentially hazardous' or animal high-protein foods, is basic to food sanitation. The low acid/high acid foods are divided on the pH scale according to acid levels of the raw food prior to cooking or canning. It is especially important for home canners to understand these foods, because botulism may result from improper canning of vegetables, meats, and fruits.

Low acid foods are found on the upper numerical end of the pH scale and include all vegetables, particularly green beans, corn, and leafy greens, and all meat products. Proper cooking or canning kills the 'bot spores,' the seed organisms of botulism, by using a time-temperature cooking process of steam pressure and heat for a specified length of time.

High acid foods, on the other hand, are cooked at a lower time-temperature span because the amount of acid in the food will slow or prevent the growth of organisms. These foods include all fruits and tomatoes. (This is why food experts label the tomato a fruit rather than a vegetable.) Sanitation procedures, however, should not be dismissed just because a food item may be high in acid (or have a low pH) and can be cooked at a lower temperature.

Once food contaminated by bot spores is hermetically sealed (enough air is removed to create a vacuum), the spores begin to grow. Unless properly cooked when removed from the canning jar, the organisms will be eaten and then killed by the stomach acids. When these pathogenic organisms die in the stomach, they produce a toxin or gas, and it is this gas which actually makes people sick. It takes only a small amount of this gas to kill several people. Amounts produced in home canned foods may vary according to precautions taken during the canning or cooking process and will be reduced or eliminated by cooking foods properly before serving. Green beans, for example, should never be eaten directly from the jar. Prior to eating, boil them for five

■ Wendy Ewald

minutes to allow any botulism toxin to escape with the steam and heat. Other low acid foods should be heated to between 165 degrees farenheit and boiling (212 degrees farenheit) to kill the disease-causing organisms.

Just cooking food at a high temperature will not necessarily get rid of toxins in the food. Only use of proper food sanitation practices throughout the cooking, canning, and serving process will effectively eliminate a food-borne illness. What should you do if in doubt about any canned food? Any health office or home canner will tell you: 'When in doubt, throw it out.'

A second type of potentially hazardous food are the high-protein animal products: meat, eggs, milk, and fish, or any combination of these foods. Not only do these foods support the rapid growth of organisms due to their protein content, but they are also low in acid - an indication that extreme care must be taken to prevent spoilage and growth of bacteria.

Basic sanitation with these potentially hazardous foods begins with cleanliness and proper refrigeration. Unlike vegetables, which usually only spoil, these foods actually cause organisms to grow when stored at room temperature. These foods support the growth of one well-known food disease agent, salmonella. They may also support botulism and other food-borne diseases, including hepatitis, typhoid, shigella, and viruses.

Salmonella is an organism typically found in the intestinal tract of fowl, and causes vomiting, diarrhea, dehydration, and, in extreme cases, death. When dealing with this organism, the most important step is to avoid cross-contamination. Easily killed through heat or chemical sanitization, the organism lives in crevices and begins to grow and multiply rapidly once it comes into contact with a potentially hazardous food at room temperature. For example, cross-contamination usually occurs when the organism is spread over a surface. (For example, cutting up chicken giblets on a wooden cutting board and re-using the porous surface without proper cleaning.)

Knowing the basic types of food you are handling is half the battle in learning proper food sanitation practices, but just as important is a knowledge of general cleanliness and knowing what kitchenware and other materials to use in the kitchen.

Stainless steel is ideal, for it is nonporous and without the cracks and crevices in which organisms are able to grow. Items you should avoid using in your kitchen are: crockery ware because it is porous; enamelware, because it chips easily and is then no longer easily sanitized and because the black bonding gives off a metallic toxin at a high enough temperature; and the old culinary standby, the wooden spoon, because it is porous. Wood products, if used, should be made of hardrock maple or related hardwoods, which normally are not as porous and do not split or chip as easily as items constructed of softer woods.

To sanitize kitchen equipment, after washing with soap, give a final rinse in a dishpan containing one tablespoon of laundry bleach per gallon of water for a normal load of dishes and utensils. Remember, never wipe your dishes clean; always air dry them before storing to prevent recontamination from soiled wiping cloths. ■

Nutrition During Pregnancy, Childbirth and Breastfeeding

by Kitty Parkins

Certain basic rules should be applied to food and nutrition during pregnancy. At no other time of your life is it more important to eat health-producing foods and avoid junk foods. Proteins should be emphasized during pregnancy and lactation more than at any other time during life. Protein is what builds bodies, and your body during this period is building your child and his/her future health and happiness.

For a healthy infant, 75 to 90 grams of protein are needed daily. Keep track of your intake to be sure you are eating a sufficient amount of protein. More comprehensive tables are available, but here are some examples of the protein contents of some food items:

- 1 glass of milk - 8 grams of complete protein
- 1 egg - 6 grams of complete protein
- ½ cup of cottage cheese - 20 grams of complete protein
- ½ cup of wheat germ - 13 grams of complete protein
- 1 cup of yogurt - 3 to 12 grams of complete protein
- 1 serving of meat, fish or fowl - 12 to 24 grams of complete protein
- 1 cup of cornflakes - 2 to 3 grams of incompete protein
- ½ cup of pinto beans (cooked) - 5 to 7 grams of incomplete protein.

When pregnant, small meals are much better than large meals. To feel good during pregnancy, it is important that each small meal be high in protein, even if it includes just a glass of milk taken with a piece of fruit. A few bites of cottage cheese or a bit of leftover meat from last night's dinner are good.

During the summer months when the West Virginia weather is so humid, eating sufficient nutrients during pregnancy can be a problem. If you keep protein-rich foods on hand and eat them instead of ice cream or drinking soda pop, you will feel much better in the long run. For example, you can make tuna salad, deviled eggs, chopped fruit with cottage cheese, and frozen yogurt.

Unfortunately, protein foods are expensive, and mothers who cannot afford to buy them traditionally have more problems during pregnancy and delivery and a greater chance of delivering handicapped children. The Women, Infants and Children (WIC)

■ Joanne Leonard

Supplemental Food Program offers high-risk mothers stamps for food items to ensure they receive the types of foods they need. *(See the listings which follow this article; also 'Childbirth Resources' in the Health chapter of this book.)*

If you eat the foods you should, chances are you will have neither the appetite nor the calories left (2,200 to 3,000 daily when pregnant) to indulge in junk foods and excess sweets.

A Good Diet for Your Pregnancy

Reprinted with permission from Our Bodies, Ourselves: A Book By and For Women, Boston Women's Health Book Collective, Inc. (New York: Simon & Schuster, 2nd rev. ed, 1976).

Every day you must eat: (a) one quart (four glasses) of milk - low fat, whole, or buttermilk (equivalents such as cottage cheese and yogurt are fine; skim milk is also good); (b) two eggs; (c) one serving of fish, chicken, lean beef, lamb, pork, or cheese (alternatives are dried beans, peas, or peanuts); (d) one or two servings of fresh green leafy vegetables - mustard, collard, or turnip greens, spinach, lettuce, or cabbage, or fresh-frozen vegetables; (3) whole-wheat bread; (f) one citrus fruit or glass of lemon, lime, orange or grapefruit juice (not 'drink').

Also eat: (a) four times a week, a serving of whole-grain cereal - Wheatena, farina, or oatmeal; (b) five times a week, a yellow- or orange-colored vegetable; (c) a baked potato three times a week.

Breastfeeding

If you have not made up your mind whether or not to nurse your baby, here are a few reasons why you should consider doing so: (1) It is believed that persons who were breastfed as children have fewer psychological problems; (2) the type of calcium in breast milk is easier for infants to absorb; (3) breastfed infants tend to have fewer problems with obesity, both as infants and later on in life; (4) breastfed babies receive through the mother's milk all the immunities to illness the mother has acquired; (5) breastfed infants and children have fewer allergies; and (6) if the mother is reasonably healthy and her diet adequate, her milk will supply the very best formula for her baby.

Even if you are a working mother and cannot possibly stay home except for a few weeks, you should consider nursing your baby at first. The colostrum, which is secreted from the breasts before the milk, is considered to be the most important food your baby can get, since most of the baby's protection from illness comes from this colostrum.

Nursing your baby contributes to your own health. When the baby suckles, the uterus contracts back to its normal size. Hospitals are so used to women not nursing that nurses usually come around to new mothers and squeeze and knead their abdomens, which causes painful cramps, in order to stimulate uterine contractions. For nursing mothers, these visits are unnecessary, for breastfeeding is nature's way of shrinking the uterus back to its normal size. ■

Nutrition Resources During Pregnancy and After

(See also Food Assistance Programs under Nutrition Resources for the Consumer in this chapter; Childbirth Resources in the Health chapter; and Your Child's Well-Being in the Children chapter.)

Special Programs for Mothers

West Virginia Health Department

Through county offices, the state's Health Department distributes vitamins free upon request for babies, children, pregnant women and nursing mothers, regardless of income. A variety of vitamins are available for children, including plain multi-vitamins, with or without iron, or with or without fluoride, as well as prenatal vitamins used by nursing mothers. Unfortunately, free vitamins are not available to older persons.

County health departments are located in all 55 counties and are usually called by the name of the county in which they are located rather than being referred to as the West Virginia Health Department. For the location of the department nearest you, see listings under 'Community Health Services' in the Health chapter of this book.

Women, Infants and Children (WIC) Supplemental Feeding Program

Funded by the U.S. Department of Agriculture, the WIC Program provides food and nutrition education to infants, children under age five, and pregnant, postpartum and breastfeeding women who have nutrition problems because of low incomes. Infants enrolled in the program receive iron-fortified formula, cereal and juice rich in ascorbic acid (vitamin C). Children and women receive milk, cheese, eggs, cereal and fruit juice.

The WIC Program currently serves about 16,000 participants. However, not all West Virginia counties have WIC programs. The state health department estimates that about 35,000 women, infants and children need these benefits. If you think you and/or your children qualify for the WIC Program, contact your county health department. *(For the location of the department nearest you, see listings under Community Health Services in the Health chapter of this book.)*

Publications for Parents

Baby and Child Care
Dr. Benjamin Spock
Pocket Books, New York, NY, 1970.
$.95 (paperback)

Still one of the best books on raising babies and young children. Includes section on nutrition.

Creative Food Experiences for Children
Mary Goodwin
Center for Science in the Public Interest
1779 Church St, NW
Washington, DC 20036. $4.

A unique sourcebook of activities for children.

Let's Have Healthy Children
Adelle Davis
New American Library
New York, NY, 1972.
$1.75 (paperback)

Every thinking mother should read this book and put it to good use. For pregnant mothers, women who want to get pregnant, lactating mothers, and just plain mothers and caretakers of small children.

Nutrition Survival Kit
Action for Children's Television (ACT)
46 Austin St, Newtonville, MA 02160

This pamphlet encourages children to snack on healthy foods rather than junk. ■

■ Wendy Ewald

A Message to Teenage Girls

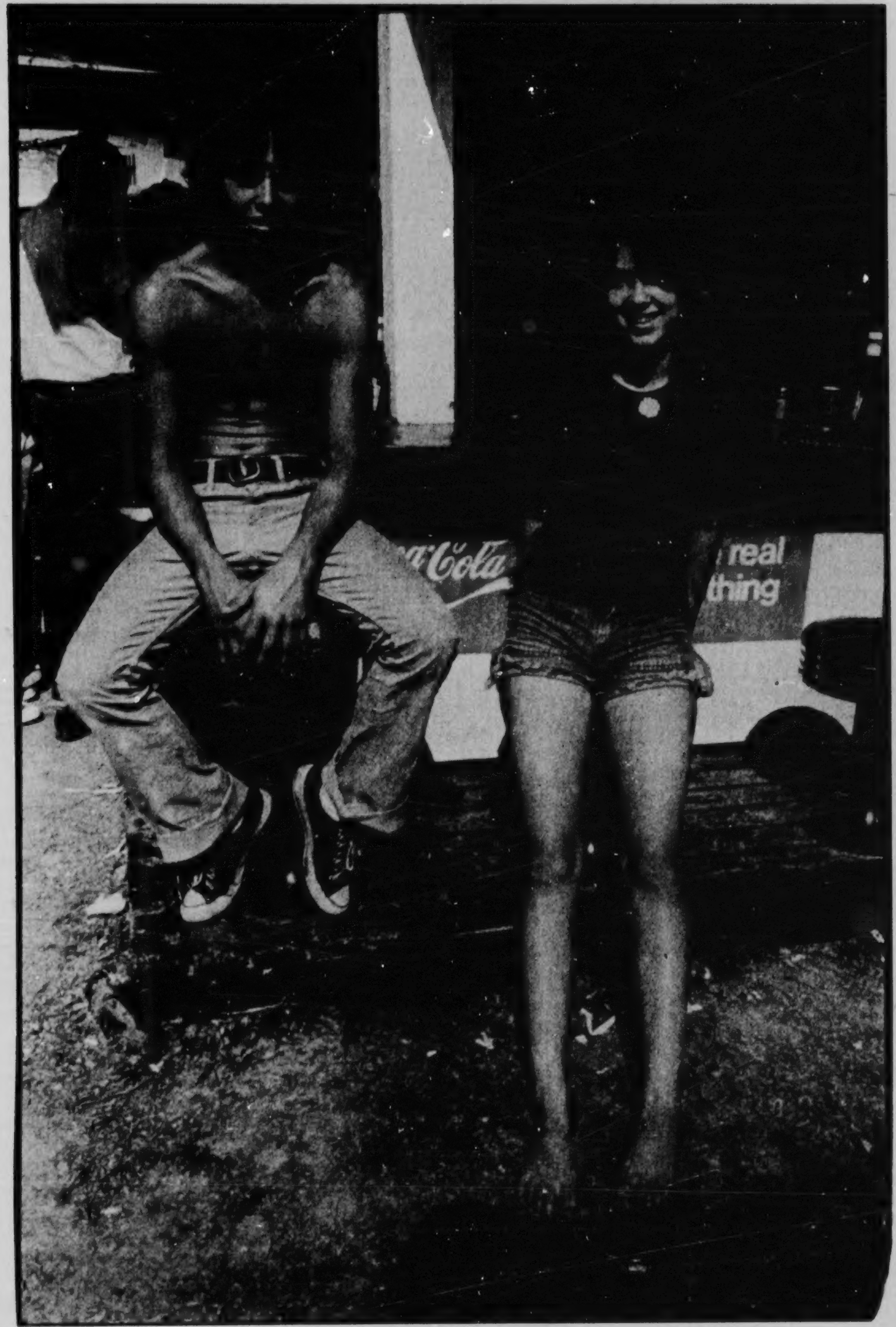
by Kitty Parkins

You are in the second most malnourished group in America and are worse off than boys your age. You are so weight conscious that you consume too few nutrients, and when you do eat, you eat the wrong foods. You are likely to live on a 'poverty diet' of non-foods. For example, you do not eat breakfast at all and often your only lunch is a coke and a bag of potato chips or a candy bar. After school you eat more empty snack foods. You come home with a ravenous appetite which you satisfy by snacking until you then do not want dinner. At other times you do not eat dinner with the family because you are going out later and are either too excited to eat or planning to eat with friends. 'Later' finds you munching on hamburgers and french fries from a fast food chain.

These eating habits on an occasional basis probably won't hurt you too much, especially if you take vitamins and drink milk. Too often, however, you skip the vitamins and the 'fattening' milk. On a regular basis, such eating habits contribute to illness and a poor appearance. Not getting enough protein causes a lack of energy. Fatigue and insufficient energy can affect your posture. Poor diet is also the biggest enemy of a good complexion. Potato chips and other salty 'munchies,' fried in grease, contribute to the formation of acne. (These greasy foods include peanut butter. Some oils and fats, though, are very important, since they help to regulate the body. *See article on Fats and Oils earlier in this chapter.)*

Several other nutritional factors affect appearance. Bright, shiny, thick hair never comes out of a bottle; it comes from within. Plenty of protein, eggs, and vitamin-rich foods - especially eggs, wheat germ, and corn products - make your hair healthy. Long, hard, beautiful fingernails come from sufficient protein and Vitamin A. (But be careful; you can overdose on Vitamin A.) Splitting nails with white marks can be corrected easily with a good diet, but not with gelatin, an incomplete protein.

■ Photo: © Rosalyn Gerstein, *Brother and Sister, West Virginia State Fair*


Coca-Cola
real
thing

■ Susan Meiselas, *Gymnastics Workshop, Morris Harvey College, Charleston, West Virginia*
© Magnum Photos, Inc.

Skin appearance depends on many factors: protein, of course, and also Vitamins A and D, which West Virginians cannot get enough of from the sun; milk and dairy products supply Vitamin D. Great care should be taken to keep your skin clean, as dirty skin becomes problem skin. Never go to bed without cleaning your face. Nutrition works along with proper skin care.

Beautiful teeth make a beautiful smile. Brushing is important, but what you eat is even more important. Vitamin D from the sun, when combined with milk, fights decay, and so do iron and calcium.

Teenage girls are notorious for not drinking adequate amounts of fluids, such as water, fruit juice and milk. Water and fruit juice, especially in large quantities, help the body to eliminate its own poisons, and do not cause the body to gain weight.

Milk is one of the easiest foods for most Americans to assimilate. It does so many good things for you that if you are embarrassed to drink it in front of your friends, you should become a secret milk drinker. Nervousness, insomnia, and tooth decay are all symptoms of insufficient calcium, which is generously supplied by milk and milk products. Menstrual cramps are directly related to the body's lack of calcium.

Right before menstruation, your body's need for calcium increases tremendously, and on the first day of the period this need is even greater. For many of you, this first day of menstruation is a day of misery and cramps. The medical profession has long been aware calcium acts as a painkiller. (Doctors used to give calcium shots to alleviate pain before the advent of pain killers.) It is not necessary to use drugs to relieve menstrual cramps if your intake of calcium is adequate. It would seem wiser and cheaper to drink a quart of milk a day, every day, all month long. Immediately before and during your period, you should also take a calcium supplement. Dolomite, a calcium magnesium supplement, is a good cheap way to get a sufficient amount of calcium. Calcium lactate, the kind of calcium found in milk, can also be found in tablet form. It is best to take it with milk. Serious cramps, however, can be caused by a variety of difficulties, and your doctor should be consulted for any serious health problems. ■

Nutrition During Menstruation and Menopause

by Kitty Parkins

■ © Rosalyn Gerstein, *State Fair, Lewisburg, West Virginia*

A woman's need for Vitamins D and A, calcium, and iron is especially high before and during menstruation. Many women avoid milk and dairy products, which supply needed calcium, because they are too fattening. By doing so, they rob their bodies of important nutrients.

Women should eat foods rich in iron and other nutrients. Liver is the richest source of iron, Vitamin A, and certain B vitamins. Other food sources of iron include wheat germ, egg yolks, leafy green vegetables, and whole grains and whole-grain products.

Because fat-free diets can hinder menstruation and also inhibit your ability to become pregnant, every woman should have two tablespoons of oil daily. This can be gotten from mayonnaise, old fashioned peanut butter, fish, or salad dressing.

A high protein breakfast is very important since it stabilizes our energy and blood sugar levels throughout the day. At least 20 grams of protein should be consumed at breakfast, and can be obtained from two eggs and an eight ounce glass of milk. Cottage cheese with fruit is excellent for breakfast. An eggnogg drink made from one cup of milk, ⅓ cup instant milk, one or two egg yolks, and a little vanilla and sweetener will keep you going for hours.

It is during the middle years and the onset of menopause that a woman's nutritional deficiencies begin to surface. Staying indoors and not enough Vitamin D from sunshine or milk cause problems that begin to show up by the age of 35 or 40. Nervousness, insomnia, irritability, depression and headaches are, in part, believed to be related to calcium-Vitamin D deficiency. Concentrated cod liver oil, a source of Vitamin D, should probably be taken by most women, but your physician should tell you what would be a safe and adequate dosage.

Hot flashes and night sweats are said to be relieved by Vitamin E. The need for Vitamin E appears to grow when hormones and Vitamin C are taken.

Women often experience health crises during the middle years before menopause, brought on, in part, by women's neglect in caring for themselves. Most women are so busy taking care of others, they themselves don't get sufficient rest. Often women feel guilty when they do rest, thinking they are stealing time from things that need to be done. Remember: getting enough rest is as important as getting enough exercise. *(For more information on menopause, see the article on menopause in the Health chapter of this book.)* ■

Older Women

by Kitty Parkins

Growing older does not have to mean growing weaker and sicker; however, the time to start preparing for old age is in the middle years, since nutritional deficiencies of long standing are hard to correct. If you haven't already started taking Vitamin D and extra calcium, you should consider doing so now. These nutrients are usually not adequately supplied in the diets of most women, and their deficiency is responsible for many bone problems of old age, from backaches to porous bones.

Faulty elimination is a problem for many Americans, especially older ones, and this can be improved by diet. Medical science has said that lack of roughage in the diet can contribute to colon cancer, an extremely prevalent type of cancer in Americans, and West Virginians suffer their share of this horrible disease. Other illnesses which are believed to be related to a lack of roughage in the diet include varicose veins, phlebitis, appendicitis, diverticulosis, hemorrhoids and obesity. *(For a more detailed discussion of roughage, see the article earlier in this chapter.)*

Also important for elimination is the drinking of fluids, especially water. Fluids also prevent the build-up of uric acids which can cause gout or kidney stones. A good rule of thumb is to drink one ounce of water for every two pounds of body weight per day and to drink it a little at a time, so as not to flush out all the body's nutrients. For example, a person weighing 100 pounds should drink 50 ounces of water daily (about six eight-ounce glasses). At least two glasses of milk should be taken daily.

If eating roughage is a problem for your system and you are afraid to try it, or have been advised by your physician to avoid it, then by all means learn to eat yogurt daily. The lactic acid in yogurt is a wonderful aid to elimination. Sufficient yogurt and sufficient water and fluids will certainly help elimination problems.

It is important to eat foods rich in nucleic acids, so the body's cells will have enough of these nutrients with which to rebuild. Eating fish daily is recommended - sardines are especially rich in these nutrients. However, people with high cholesterol should avoid lobster, clams, shrimp, oysters, and crab. Beets are recommended in some form once a week; lentils, peas, lima beans, and soybeans are recommended twice a week or as a substitute for meat; and you should eat at least one serving daily of asparagus, onions, radishes, mushrooms, scallions, spinach, celery, or cauliflower.

In addition to taking a good therapeutic multi-vitamin pill daily, you should consider taking supplements of Vitamins C and E. Vitamin D is also important for the eyes and for preventing dimness of vision and eye weakness associated with the older years. Ask your physician about this, because too much Vitamin D can be toxic.

■ Photo: © Rosalyn Gerstein, *Mayor's Party for the Golden Aged, Castle Island*

Do not make the mistake of getting too much food, with too few nutrients, as most of us currently do. We eat too many starches, and do not get the important building blocks we need. Make the food you eat count nutritionally. This is not always easy on a limited budget, especially if you require expensive medicines. However, powdered milk, liver, and wheat germ are not expensive foods; neither are greens which you probably know how to pick wild. Yogurt can be made with any type of milk. (Hopefully, before too much longer the state, through county health departments, will provide hot lunches and free vitamins to all older and retired citizens.) Eat high protein breakfasts of meat (especially liver), fish, or cottage cheese and fruit. Avoid heavy meals in the evening; they are hard on the system. Many heart patients, for example, are advised by their physicians not to eat after 5 pm, or to eat only light foods, such as fruits and vegetables. ■

■ Photos: © Rosalyn Gerstein, *Mary and Libby, Friends, Lewisburg, West Virginia*; p. 125: Geoffrey Biddle

Health

Part I:

Dealing with the Medical System

by Sandra Bowles

Choosing a Doctor

If your community has a small number of practicing physicians, it may be easy for you to select a doctor. However, if you have access to many doctors or have a medical problem that requires the attention of a specialist, the choice often becomes difficult.

There are many factors you should consider in making your choice, some of which are outlined in this article. In addition, you may find it helpful to talk to your friends who are current patients of the doctor you are considering.

Physicians' practices are often so full they refuse to take new patients. If this is a problem in your community, you should consider making an appointment for a check-up with a physician who has just opened a practice in your area. This places you on his/her roster of patients and ensures that a doctor's services will be available to you if you need them.

What type of care do you need

Too frequently, people consult a specialist for problems that could be handled by a *general practitioner*. When you make unnecessary visits to a *specialist*, you increase your own medical costs and tie up office time that could be used by people who are in need of his/her attention.

In many cases, you should consider using the services of a medical professional who is not a physician. For example, many pediatricians employ pediatric nurse associates who are trained to do physical exams and can tell you when a child needs a physician's care. *A pediatric nurse* can also advise you on matters of child care.

In some areas of West Virginia, *nurse midwives* are available to provide obstetrical care throughout the maternity cycle (before, during, and after pregnancy). Midwives have been enthusiastically received by the general public, but are not popular with physicians in this state. Presently, there are two midwives in the Beckley area, practicing with the Southern West Virginia Clinic, P.O. Box 50, Beckley 25801.

Physician's assistants are available in some areas of West Virginia. A physician's assistant is trained to carry out selected aspects of patient care under the direction of a doctor.

Community mental health workers provide counseling referrals, and information when emotional disturbances occur. They are available through county mental health offices. *(See Health Resources: Community Health Services in this chapter.)* Fees for their services are based on the patient's ability to pay, but no one is turned away because of a lack of money.

In some areas, clinics may be available to serve your health needs. These are sponsored by local hospitals, medical groups and the West Virginia Department of Health. Clinics that deal with communicable diseases (venereal disease, tuberculosis and preschool immunizations) are provided free of charge to the public. Family planning, maternity and pediatric clinics usually charge a fee, often based on your ability to pay. Exact clinic fees can be obtained from the clinic office.

Some hospitals provide "walk-in" clinics, which usually do not require the patient to make an appointment or to have a referring physician. You should explore this as a possible source of medical care.

Women's clinics provide a wide range of services and are a primary source of health care for women in urban areas. *(See the listing of Community Health Services and check with your community hospital to see if GYN/OB clinics are available.)*

Frequently, people who do not have access to a private physician go to a hospital emergency room when they have health problems. Often, however, these problems are not true medical emergencies. You should avoid using emergency facilities for health problems that are not emergencies, since these services are much more expensive than visits to a clinic or a doctor's office.

What is the doctor like?

In most cases, you will not be able to evaluate a doctor until you have visited him/her. Questions you should then ask yourself include: Is your doctor easy to talk to? Do you feel free to discuss your problems and concerns? Does s/he listen to you? Are you treated with respect? Does s/he respect your privacy? Are members of the office staff friendly and professional? Were you satisfied with the examination? Did you receive a clear explanation of your problem and its treatment? Is information about fees available? What is the doctor's educational background? Has s/he had advanced training, such as a residency or post-graduate courses, in a medical field that relates to your treatment?

Is the doctor in 'solo' practice or group practice? If s/he is in a group arrangement, will you be seeing the same physician regularly, or will you see the physician who happens to be on call? If the group of doctors rotates services, can you accept treatment or delivery by any one of the doctors? Can you request to see only one member of the group on a regular basis?

What type of attention will you receive when your regular doctor is not available? What provisions are made for communicating with him/her after office hours? Does s/he have an answering service? Can s/he be reached at home during an emergency?

Can you understand the doctor? In West Virginia, we have many doctors from other countries who have received good medical training, but have great difficulty with the English language. If you cannot understand the doctor, can you receive interpretation from his/her office nurse or assistant?

Your physician's attitudes are extremely important. How does s/he feel about prepared childbirth and breastfeeding, about birth control and abortion? Are you pregnant and planning to take childbirth education classes? Do you want the father of your baby with you during labor and delivery? If so, check out the attitudes of the obstetrician you are considering. Does s/he allow fathers in the delivery room? Will your physician use generic drug names when writing prescriptions? (Many drugs are cheaper when ordered by the generic names rather than a trade or brand name.) If you explore these and other questions before making an appointment with an obstetrician, you can save yourself time, frustration, and money.

What hospital does the doctor use?

In some communities it is important for you to know with which hospitals a physician is affiliated. While many doctors practice in more than one community hospital, others limit their practice to one specific clinic or hospital. You should check this out with the doctor's receptionist before you make an appointment, especially if you anticipate hospitalization and have a personal preference for a particular community hospital. (You may, for example, prefer a hospital because it permits father to be present during delivery of their children.) You need to be certain that the physician you have selected admits patients to the hospital you prefer.

Find out if your doctor is associated with a teaching hospital. Medical care in such hospitals is usually very good. However, patients' particular medical problems often are used in these hospitals to teach medical and paramedical personnel. You can expect to receive health care from medical students and interns, as well as residents and your admitting or 'regular' physician. In some instances, patients are asked to be included in various research activities. Be cautious - make sure you are well-informed before consenting to participate in such experiments. *(See the article on patients' rights in this chapter.)*

It is also important to know what services are provided by a hospital. Is it accredited by the Joint Commission of Accreditation of Hospitals? (JCAH is the recognized accrediting agency for hospitals and sets standards for quality care.) Hospital stays are expensive. You should check out what types of room accommodations are available and the charges for each. If finances are a problem, find out what sources of financial assistance are available to you. A financial counselor, social worker or patient care advocate may be available through the hospital to assist you. S/he will ask you about your financial situation in order to determine what, if any, rate adjustments can be made, and to develop a payment schedule that will give you more time to pay your bill. If you qualify, Medicare and Medicaid provide help with medical bills. If you think you qualify for one of these programs, contact the nearest social security office or Department of Welfare office. ■

Who's Who: A Glossary of Medical Personnel

MD: a Doctor of Medicine who has completed medical school.

Intern: a graduate of a medical school who is working in a hospital or other health agency under the supervision of licensed physicians to gain experience and skill prior to licensing. This period usually lasts one year.

Resident: a licensed physician who is spending a number of years gaining additional training and skill in a particular medical field (for example, obstetrics, psychiatry, pediatrics, internal medicine, etc.).

General Practitioner: a licensed physician whose training may not extend beyond an internship. His/her practice often includes medicine, minor surgery, uncomplicated obstetrics, and pediatrics.

Family Practitioner: a licensed physician who has completed a residency in family practice. His/her residency is usually three years in length and includes advanced training in medicine, general surgery, orthopedics, obstetrics, and pediatrics. S/he has also taken the board examination in family practice and must undergo recertification every six years.

Specialist: a physician who has taken a residency and/or advanced training in a particular area such as pediatrics or obstetrics. The term may also refer to a physician who has taken advanced training in a medical sub-group such as dermatology (diseases of the skin), neurology (disorders of the nervous system), etc.

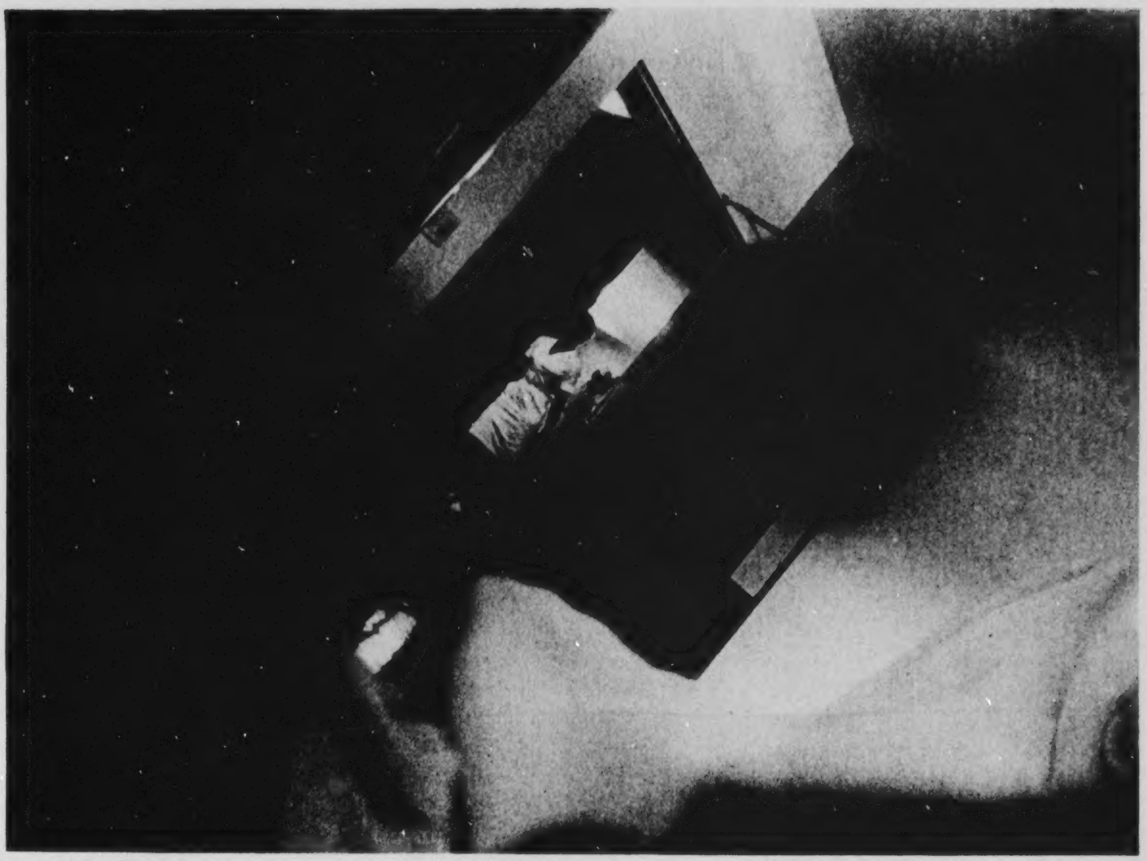
Board Certified Specialist: a physician who has completed a residency in a particular area of medicine and has passed a qualifying exam demonstrating a high level of proficiency in that area.

Board Eligible Specialist: a specialist who has completed a residency in a particular area but has not yet completed the specific board requirements.

Internist: a primary care physician specializing in medical problems (as opposed to surgical problems). For example, diabetes, liver disease, hypertension, etc, would be evaluated and treated by an internist.

Osteopath: a Doctor of Osteopathy practices a system of therapy using generally accepted physical, medicinal and surgical methods of diagnosis and treatment. Emphasis is placed upon the importance of normal body mechanics and muscular-skeletal techniques, which are used to restore structural and functional balance.

Chiropractor: an individual who treats various disease entities by manipulating various parts of the



■ © Helen Nestor

spine. A chiropractor is not a medical doctor and cannot prescribe medications or perform surgery.

Opthamologist: a medical doctor who specializes in the diagnosis and treatment of eye diseases.

Optometrist: an individual trained to examine the eyes and to prescribe glasses or exercises to strengthen eye muscles. An optometrist is not a medical doctor and cannot prescribe medications or perform surgery.

Optician: an individual who measures and grinds eyeglasses according to prescription. S/he is not qualified to examine eyes or to prescribe corrective lenses.

RN: a professional nurse who has graduated from an accredited college or school of nursing and passed a qualifying examination.

LPN: a nurse who has graduated from a vocational school of practical nursing and passed a qualifying examination. His/her scope and functions are not as broad as those of a registered nurse.

Nurse Practitioner: a professional nurse with expanded clinical responsibilities. She has had advanced or graduate training in a particular area of nursing such as psychiatry or pediatrics.

Nurse Midwife: a professional nurse with additional training and experience in the management of mothers and babies throughout the maternity cycle. A nurse midwife has been certified by the American College of Nurse Midwives and his/her practice is generally restricted to normal pregnancies.

Physician's Assistant, Class A: a graduate of an approved program of instruction in primary care. S/he has passed a National Certifying Examination and is qualified to administer certain aspects of medical care under the supervision of a primary care physician.

Physician's Assistant, Class B: a graduate of an approved program of instruction in a recognized clinical specialty other than primary care or someone who has received training from a physician adequate to the performance of patient services in a specialty as defined and supervised by the physician.

Patients Have Rights, Too

Women have long been reluctant to take an active role in their own health care. We are often intimidated by doctors and accept their judgments and prescriptions without question. We need to become advocates for ourselves, capable of questioning and evaluating a doctor's advice.

Traditionally, doctors have assumed a patriarchal attitude toward their patients, often making decisions about their treatment without involving them or their families. Health personnel tend to 'do for' a patient rather than assist him or her to do for him or herself. Such attitudes can cause serious problems for the patient. When, as patients, we do not understand the nature of our illnesses or the goals of the therapy prescribed for us, we are less likely to understand the treatment and carry it out correctly.

We must know and respect our bodies and body functions. We need to know how to care for our bodies, meet daily health-related needs and prevent health care problems. We must not only be knowledgeable about good nutrition, hygiene, exercise, rest and elimination, but we should know how various common illnesses can affect body function, and how and when to seek medical assistance.

In recent years, many patients have begun to view themselves as active consumers of health care. Statements proclaiming 'patients' rights' have been issued. The primary purpose of these documents has been to increase public awareness of our rights and responsibilities as consumers of health care.

Your rights and responsibilities as a patient

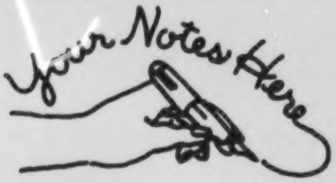
As a patient, you have the right to be treated with respect and courtesy. You should be viewed as a unique human being with attitudes, capabilities and resources to be considered in planning and carrying out your medical programs.

You have the right to obtain from your doctor complete and current information about your condition and treatment in language you can understand. As a patient, you are responsible for asking questions about your care and condition.

You have a responsibility to read all forms carefully before signing them. In order to give your consent for medical or surgical procedures, you must understand the procedure so that you can give knowledgeable or 'informed consent.' Your consent does not have to be written, although most hospitals do use prepared forms. You have the right to change your mind and withdraw your consent at any time prior to the treatment or procedure.

You have a right to know the identity and the professional status of medical personnel involved in your health care.

You have the right to make decisions about your body and your life. You have a right to refuse treatment. In doing so, you should be aware of the consequences of your action and accept the responsibility for your own welfare.



Although you are entitled to know about your condition, you have the right to expect your doctor and hospital to treat all records pertaining to your care as confidential. Certain basic information, such as name, address, and age, is not considered confidential and may be released by a doctor or hospital unless you specifically request that this information be withheld. Your permission must be obtained before any photographs can be taken of you.

You should receive full information about your bill and all charges made to your account. You have a right to know what services you are paying for and you should be informed of any services not covered by insurance, Social Security, etc.

Your rights in the emergency room

Hospitals which operate an emergency department are required to treat all patients with illnesses or injuries requiring immediate treatment who seek medical attention from them.

On the other hand, patients coming to the emergency department with non-emergency conditions (approximately seventy-five percent of all patients who use emergency rooms) should expect to receive treatment only after patients requiring immediate attention are treated. You should therefore use discretion in seeking emergency room treatment for non-emergency situations. (A visit to the emergency room can be costly - often $25 to $50 just for basic services. It is usually much cheaper to call your doctor when symptoms are not serious.)

In the hospital

Upon admission to a hospital, you should receive a copy of hospital rules and regulations governing your conduct and responsibilities as a patient.

Family members have a right to be with patients when they are needed. Parents should be permitted to stay with their children, husbands should be permitted to stay with their pregnant wives during labor, and relatives should be allowed to be with the terminally ill.

You can request a transfer to another room if other patients in your room disturb you. You can leave a hospital if you so desire, and any institution that attempts to prevent you from leaving may be liable for false imprisonment. However, if you leave against medical advice, you will be asked to sign a form relieving the hospital of responsibility for your actions.

Many hospitals have patient care advocates who will act on your behalf if you feel your rights are being violated. Depending on the nature of your problem, you may wish to call or send a letter to the hospital administrator or the director of nursing service. (For example, such an action would be appropriate if your problem were related to hospital personnel.) Complaints can also be registered with county medical societies; the West Virginia

State Medical Association, Charleston National Bank Plaza, Charleston 25301, 346-0551; West Virginia Nurses Association, 47 Capitol City Building, Charleston 25301, 342-7978; West Virginia Dental Association, Davidson Building, Charleston 25301, 342-1169; West Virginia Hospital Association, 1219 Virginia St. East, Charleston 25301, 346-0481. ■

Health Resources

(See also listings for Gynecology and Family Planning, Resources for Single Parenthood, Abortion Rights Organizations, Abortion Alternatives, Childbirth Publications, and Publications on Menopause in this chapter. For nutrition information, see Nutrition Resources for the Consumer and Nutrition Resources During Pregnancy and After in the Food and Nutrition chapter.)

Medical Consumer Guides

The Consumer's Guide to Health Care
Francis Chisari, Robert Makamura, Lorena Thorup
Little Brown and Co, Boston, MA, 1976.
$5.95 (paperback)

Informative book on choosing a doctor or hospital The book lists different types of specialists, and their services.

Getting Clear: Body Work for Women
Anne Kent Rush
Random House
New York, NY, 1973.
$5.95 (paperback)

An excellent book on how women relate to their bodies through food, exercise and sex. Helpful in gaining a more clear and integrated understanding of one's body.

Good Housekeeping Woman's Medical Guide
David Rorvik
Avon Books, New York, NY, 1975.
$1.95 (paperback)

A basic book filled with easy-to-understand information of health and sex-related questions. Special sections on women's operations, drugs, and sexual dysfunctions.

Home Health Handbook
Stu Copans and David Osgood, Eds.
Stephen Greene Press
Brattleboro, VT, 1972.
$3.95 (paperback)

Contains information ranging from herbal remedies, sanitation systems and food canning to stress, pregnancy and childbirth. Especially valuable for people living in isolated rural areas with poor access to professional medical care.

The Medically Based No Nonsense Beauty Book
Deborah Chase
Knopf, New York, NY, 1974.
$10.95 (hardcover)

Well-written and clearly diagrammed book looks at the million-dollar-a-year cosmetic industry and finds the consumer is getting very little for the time and money invested in beauty aids. The author, a biochemist and science writer, gives many practical tips on choosing products for skin and scalp needs, as well as 'recipes' for homemade cosmetics.

The Medicine Show
Editors of Consumer Reports
Consumers Union
256 Washington St.
Mount Vernon, NY 10551, 1976.
$3.50 (paperback)

An excellent discussion of commonly used drugs, medications, and hygiene products for a wide range of problems, from the common cold, sore throats, coughs to 'tired eyes' and bad breath. Also included are chapters on how to look for a family

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doctor, how to stock a medicine cabinet and how to buy prescription drugs. Highly recommended.

The New Concise Family Health and Medical Guide
R. Wagman, Ed.
Doubleday, Garden City, NY, 1972.
$12.95 (hardcover)

A complete book of health-related issues by a team of medical writers, designed to help everyone understand how one's body functions from birth through old age. The simple language can be easily understood by youngsters.

The People's Handbook of Medical Care
Arthur Frank
Vintage Books, New York, NY, 1972. $2.95 (paperback)

The book deals with medical emergencies, common ailments, drugs, the selection of a doctor or hospital, and the politics of medicine.

A Pictorial Guide to Common Childhood Illness
G. Vaughan
Sir Joseph Causton & Sons, Ltd. London, 1972. $8.95 (hardcover)

Book emphasizing prevention helps parents identify the early warning signs of illness in children. Color illustrations and detailed charts.

Take Care of Yourself: A Consumer's Guide to Medical Care
Donald Vickery and James Fries
Addison-Wesley, Reading, MA, 1975. $5.95 (paperback)

This book emphasizes self-help and preventive medicine. Easy to-follow charts aid in diagnosing various medical problems from a simple cold to a broken bone. Readers are told when self-help is appropriate, and when they should call a doctor or hospital. In addition, the book has a chapter on bad living habits and how to change them.

The Well Body Book
Mike Samuels and Hal Bennett
Random House/Bookworks
New York, NY, 1973.
$6.95 (paperback)

This book emphasizes the relationships between body and mind. Techniques for self-examination are described and illustrated. Readers are encouraged to use a doctor as a resource for further understanding of one's body.

Health Advocacy

Boston Women's Health Book Collective
P.O. Box 192, Somerville, MA 02144
924-0271

The health education group that wrote *Our Bodies, Ourselves* is available to lead workshops, seminars, and discussion groups on health-related topics and on parenting. The group is a very highly recommended resource.

DES (Diethylbesterol) Action Project
Box 5311
Rockville, MD 20851
also: Penn Women's Center
Houston Hall ICN
University of Pennsylvania
Philadelphia, PA 19104

Information, referrals and support groups for DES-exposed women and families. Write for further information and a list of educational materials available.

√ **Health Policy Advisory Center (HEALTH/PAC)**
17 Murray St, New York, NY 10007
212-267-8890

Independent research and educational organization publishes materials on a wide range of health issues. A packet of bulletins on women and health available for $1.50 plus postage. A complete list of literature with prices free upon request.

√ **Healthright, Inc.**
175 Fifth Ave, New York, NY 10010
212-674-3660

Women's health education and advocacy group publishes pamphlets and a quarterly newsletter, and conducts a patient advocacy program. Their publications are highly recommended; write for a free list.

Medical Committee for Human Rights (MCHR)
1151 Massachusetts Ave.
Cambridge, MA 02138
617-492-MCHR

MCHR is concerned with effecting social change in health care, such as ending for-profit health care and sex discrimination in health-related jobs.

Local branches organize local groups and supporters, lobby for patients' rights, and offer speakers and educational presentations.

The booklet, 'Your Rights as a Hospital Patient,' available from MCHR, Greater Boston Chapter, P.O. Box 382, Prudential Station, Boston, MA 02199 for $1 plus $.25 postage and handling.

National Women's Health Coalition
222 East 35 St.
New York, NY 10016
212-684-0217

Loose federation of groups interested in women's health care offers educational publications, and patient advocacy systems for women.

National Women's Health Network
Parklane Bldg.
2025 I St, NW, Suite 105
Washington, DC 20006
202-223-6886

National Women's Health Network is concerned with making the voice of the women's health movement heard in Congress, the Federal Drug Administration and other regulatory agencies. This organization is trying to bring action against and focus national publicity on hazardous health practices and dangerous drugs and devices given to women.

Oakland Feminist Women's Health Center
2930 McClure St.
Oakland, CA 94609
415-444-5676

Information clearinghouse on women's health needs and issues has materials on organizing women's health centers and self-help examination clinics. Publications include 'Self-Help Clinics' and 'VD in the U.S.: How It Concerns Women.' Literature list available free.

Community Health Services

The West Virginia Health Department offers a wide variety of services through its county health departments. In general, any West Virginian is eligible for these services, although eligibility limitations have been established for participation in certain clinics.

Types of clinics vary from county to county but most provide these basic services:

Children - Routine check-ups; health screening. Dental clinics are scheduled in some counties.

Adults - Routine check-ups and health screening, including Pap smear, pelvic examination, breast examination, blood pressure testing, diabetic testing, urine analysis, blood tests and maternity care; family planning, including prescription, fitting and supply of birth control devices, pregnancy tests and, in some counties, sterilization procedures. Special clinics for women and blood pressure clinics for senior citizens are planned in some counties.

Disease - Immunization clinics for children; venereal disease testing and treatment; testing and x-rays for tuberculosis.

Many clinics are free, while others charge fees based on ability to pay. Clinics are usually scheduled on certain days of the week or month, and in some cases an appointment is necessary. Check the procedures in your county.

Health officials recommend that you use a family doctor for emergencies.

Barbour County
Health Department
Route 250 South, Philippi 26416
457-1670

Berkeley County
Health Department
125 West King St, Martinsburg 25401
263-5131

Boone County
Health Department
Courthouse, Madison 25130
369-3925, ext. 42 or 43

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Braxton County
Health Department
307 Main St, Sutton 26601
765-5521

Brooke County
Health Department
Courthouse, Wellsburg 26070
737-3665

Cabell-Huntington
Health Department
1336 16th St, Huntington 25701
523-6483

Calhoun County
Health Department
Courthouse, Grantsville 26147
354-6230

Clay County
Health Department
Main St.
P.O. Box 13, Clay 25043
587-4269

Doddridge County
Health Department
Court St.
P.O. Box 53, West Union 26456
873-1531

Fayette County
Health Department
202 Church St, Fayetteville 25840
574-1617

Gilmer County
Health Department
809 Mineral Rd, Glenville 26351
462-7351

Grant County
Health Department
Old Courthouse, Virginia Ave.
P.O. Box 326, Petersburg 26847
257-4922

Greenbrier County
Health Department
295 Senaca Trail, Lewisburg 24901
645-1787

Hampshire County
Health Department
66 North High St, Romney 26757
822-5111

Hancock County
Health Department
Court St, New Cumberland 26047
564-3343

Hardy County
Health Department
Courthouse, Moorefield 26836
538-6355

Harrison-Clarksburg
Health Department
Courthouse, Clarksburg 26301
624-7431, ext. 36 or 37

Jackson County
Health Department
Courthouse, Ripley 25271
372-2011, ext. 44 or 45

Jefferson County
Health Department
County Bldg, P.O. Box 468
Charles Town 25414
725-5111

Kanawha-Charleston
Health Department
1426 Kanawha Blvd.

Charleston 25323
348-8150

Lewis County
Health Department
214 Bank St, Weston 26452
269-1555

Lincoln County
Health Department
Courthouse, P.O. Box 527
Hamlin 25523
824-3330

Logan County
Health Department
Courthouse, P.O. Box 1316
Logan 25601
752-2000, ext. 248 or 249

Marion County
Health Department
300 Second St, Fairmont 26554
366-3360

Marshall County
Health Department
6th and Court Ave, P.O. Box 429
Moundsville 26041
845-8660, ext. 260 and 261

Mason County
Health Department
Courthouse, Point Pleasant 25550
675-3050

McDowell County
Health Department
Route 102, Wilcoe 24895
448-2174

Mercer County
Health Department
Route 2, P.O. Box 382
Bluefield 24701
325-3621

Mineral County
Health Department
Courthouse, P.O. Box 935
Keyser 26726
788-1321

Mingo County
Health Department
Memorial Bldg, P.O. Box 1096
Williamson 25661
235-3570

Monongalia County
Health Department
Van Voorhis Rd, Morgantown 26505
599-0670

Monroe County
Health Department
Route 219 South, Union 24893
772-3064

Morgan County
Health Department
Courthouse Annex
Berkeley Springs 25411
258-1513

Nicholas County
Health Department
Courthouse, Summersville 26551
872-3630

Ohio County
Health Department
City-County Bldg.
16th and Chapline Sts.
Wheeling 26003
233-1000

Pendleton County
Health Department
Second St, Franklin 26807
358-7565

Pleasants County
Health Department
Courthouse, St. Marys 26170
684-3710

Pocahontas County
Health Department
Court St. and 10th Ave.
Marlinton 24954
799-4154

Preston County
Health Department
Courthouse, Kingwood 26537
329-0096

Putnam County
Health Department
Courthouse Annex, P.O. Box 193
Winfield 25213
586-2341

Raleigh County
Health Department
1602 Harper Rd,
Beckley 25801
252-8531

Randolph County
Health Department
201 Henry Ave.
Elkins 26241
636-0396

Ritchie County
Health Department
119 North Court St.
Harrisville 26362
643-2261

Roane County
Health Department
Courthouse, Spencer 25276
927-1480

Summers County
Health Department
98 Park Ave, Hinton 25951
466-3388

Taylor-Grafton
Health Department
718 West Main St, Grafton 26354
265-1288

Tucker County
Health Department
First National Bank Bldg.
Parsons 26287
478-3572

Tyler County
Health Department
201 Elizabeth St.
Sisterville 26175
657-2350

Upshur-Buckhannon
Health Department
40 Chancery St, Buckhannon 26201
472-2810

Wayne County
Health Department
Courthouse, P.O. Box 368
Wayne 25570
272-5101, ext. 58

Webster County
Health Department
Oakland Hotel
Webster Springs 26288
847-5483

Wetzel County
Health Department
240 North St.
New Martinsville 26155
455-1450

Wirt County
Health Department
211 Market St, Elizabeth 26143
275-3131

Wood-Parkersburg
Health Department
211 6th St, Parkersburg 26101
485-7374

Wyoming County
Health Department
Bank and Castle Rock Sts.
P.O. Box 376, Pineville 24874
732-7941 ■

Finding a Therapist

By Caryle Geir Perlman

People seek psychotherapy when they are in pain; when their usual support systems are not adequate to cope with the degree of distress that they feel. For some this pain is generalized as anxiety or depression about an aspect of their lives: marriage, family, work, relationships may be sources of conflict and unhappiness. A crisis such as the loss of a job or the illness or death of a loved one often will be the reason why a person seeks psychotherapy. Some people try to figure things out on their own or to discuss their problems with their friends before they seek (or instead of seeking) professional help. Others try solutions that become part of the problem - excessive drinking, drugs, changing lovers, changing jobs, moving away. Eventually, they realize that they must change themselves: their behavior, attitudes, even their feelings.

How can a therapist help? A therapist can give a person the strength to change, to face those painful issues in his/her life. A therapist can offer a client the knowledge and experience that s/he has gained by helping other people deal with their problems. A therapist, however, should not be judgmental or exploitative, but provide a confidential setting conducive to the frank and open discussion of a client's personal problems. S/he cannot and should not promise or guarantee success.

Finding the 'right' therapist with whom you are comfortable can be difficult, especially at a time of distress. It is perfectly proper and recommended to 'interview' a therapist before committing yourself to therapy. It is, however, not useful to interview several therapists. Initial interviews with one, two, or three therapists should enable you to select a therapist objectively. The following checklist should help guide you in making your selection.

Training, experience and credentials

Psychotherapy is practiced by many different people who have the required skills and knowledge. Some types of therapists, such as physicians, nurses, clinical psychologists, are licensed by the state; others are not. Although licensed therapists are not necessarily better therapists, licensure does provide you with some measure of judging competency. Remember anyone can take the title of 'therapist,' 'feminist therapist,' 'sex therapist,' or 'marriage counselor.' Only those who have been licensed are allowed to refer to themselves as psychiatrists or clinical psychologists. Also, some therapists will refer to themselves as practitioners of a specific method in which they were trained, for example: psychoanalysts, transactional analysts, gestalt therapists or behaviorists. *(See 'A Glossary of Therapists and Therapies' in this chapter.)*

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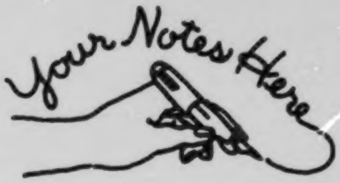

'Therapy' done by well-intentioned, untrained individuals may be useful at times, but is generally not recommended. On the other hand, training and experience are necessary but not the only attributes of a good therapist.

Orientation and methods

There are many different kinds of therapy, and it is important that you choose one with which you will feel comfortable. You should ask your future therapist about the theory and techniques that s/he will use. Therapeutic methods fall into three categories: talking, experiential, and physical therapies. These are used with either individuals, couples, families, or groups. In the past, women often have sought individual psychotherapy to help resolve marital or family problems. Increasingly, there is recognition that since many problems are shared by the couple, the couple should participate together in the therapy. Recently, women also have been choosing group psychotherapy, because of its strong emphasis on mutual support among group members, and also because groups provide the recognition that one's conflicts are shared experiences, not isolated manifestations of psychopathology.

Fees

It is important to discuss the costs of therapy. How much will each session cost? How long is a session? Will you be charged if the session goes overtime? Must you pay for sessions that are missed because of illness, vacations, or other reasons? How often will you be billed, and for how long can payment be delayed? You should clarify whether your health insurance will pay for any or all of the costs of psychotherapy, and determine whether there are any restrictions or limitations to your health insurance coverage.

Fees for private individual psychotherapy in a city like Charleston range from $25 to $50 per session. Lower fees are charged usually by less prestigious therapists, as well as by those who believe the average fees (about $35) are too high. In general, psychiatrists and licensed clinical psychologists charge higher fees than do other therapists (from $35 to $50). Fees for group therapy are lower than those for individual therapy, ranging from $5 to $25 per session. Some therapists will reduce their fees or will permit delayed payment of fees if asked, or will charge on a sliding scale according to income.

Setting

There are alternatives to private therapy, should the fees be too high. Many communities have mental health clinics that are supported by the local or state governments, and charge on a sliding fee scale. These clinics are required by law to provide some minimal mental health services to anyone who lives in a defined geographical area (known as the 'catchment' area).

Some voluntary hospitals have psychiatric clinics that provide moderate-cost therapy to their communities. However, the fees in some clinics are as high as the fees for private therapy, and these clinics are not obligated to serve all people in the area.

Family service or social work agencies are private facilities supported by the United Way, private endowments, and fees. These agencies usually have a sliding scale for fees. Therapy is provided by social workers, who often have interest and skill in treating couples and families as well as individual patients. (Some therapy, however, may be done by trainees who work under close professional supervision.)

If you choose a clinic or a social work agency, it will be harder for you to interview and select a specific therapist. You may be able to tell the 'intake worker' (the first person that you see in the institution or agency) what qualities you are looking for in a therapist. If you have difficulty with your therapist, request a consultation with him/her to discuss changing therapists.

Attitudes about lifestyle issues

Although therapy is sometimes said to be nonjudgmental, this is not always possible. Good therapists try to empathize with their clients, understand their values, and help them set and achieve goals that are consistent with those values. However, it sometimes is difficult for therapists to separate their own values from those of their clients. If you have, or are contemplating, an unconventional lifestyle, your future therapist's attitudes about issues such as sexuality or communal living may be especially important.

Many women are interested in knowing more about 'feminist therapy.' Although there is no universally agreed-upon definition, a feminist therapist may be considered to share certain values and perspectives: that all roles, whether social, professional, or personal, must be open to women; that therapy must be understood within a sociological context; that so-called 'female' traits such as warmth, compassion, and nurturance should be recognized as positive; that society should encourage both men and women to achieve a balance between work and love; and that relationships of trust and communication with people of both sexes should be valued.

Personal characteristics

If it is important to you that you work with a certain type of therapist - a married person, a person with children - you will need to ask personal questions of the therapist. Some therapists will not want to reveal this information believing that it is not useful to share their personal lives with their patients, that this knowledge may be a burden to their patients, and actually interfere with, rather than enhance, therapy. This is a legitimate position. On the other hand, your desire to know about the person with whom you are going to work is also legitimate. You will have to decide how crucial certain personal characteristics of the therapist are and whether they outweigh other positive feelings that you may have for that therapist.

How do you evaluate these initial interviews? You can ask yourself how the interview made you feel. However, if it made you feel anxious or sad, don't assume that it was a bad interview. Therapy is hard work, and you will have to be prepared to experience strong feelings during the course of therapy. Perhaps it is more important to ask yourself whether you trusted the therapist, or felt that you could trust him/her in time. How did you feel you were treated in the interview? Were you listened to? Were you taken seriously? Were your questions answered, or at least related to? Could you raise the questions you had? If you had difficulty during the session, could you discuss it? Can you imagine revealing intimate and sometimes embarrassing experiences and feelings with this person? Unfortunately, it is just when you are troubled, vulnerable, distressed that you are less inclined to trust your judgment. It is difficult to reveal yourself to someone and then decide that s/he is not someone you wish to work with. It is difficult to believe that your own instincts are right and should be respected. As the consumer, though, you have the right to find a therapist with whom you feel that you can work comfortably and productively. ■

■ Photo: Rosamond Wolff Purcell

A Glossary of Therapists and Therapies

by Caryle Geir Perlman

Therapists

Counselor: This catchall phrase tells us nothing about credentials or skills. A counselor may have a master's degree in educational, vocational, or some other counseling, or may have simply assumed the title.

Feminist therapist: This is another catchall term that at least gives us a clue to the therapist's orientation. A feminist therapist is one who sees herself as a feminist and has incorporated this philosophy in her practice of psychotherapy.

Licensed clinical psychologist: In most (but not all) states, licensed clinical psychologists must have a Ph.D. in psychology. Ph.D. training programs in clinical psychology include both academic work and from one to five years of clinical experience. People who have a master's degree but not a Ph.D. degree, or for some other reason do not conform to the state licensing standards may call themselves psychologists (as opposed to licensed clinical psychologists).

Mental health worker: Mental health workers, paraprofessionals, community mental health workers are catchall phrases that refer to people with educational levels ranging from high school dropouts to people with advanced degrees in unrelated fields such as English or math. These people usually have had on-the-job training, supplemented by supervision and seminars.

Psychiatric nurse: Any licensed nurse, with either an R.N. and B.S., or an M.S. degree, can call him/herself a psychiatric nurse. Nurses who have an M.S. degree have usually had special training in psychotherapy.

Psychiatrist: A person must be a physician (M.D.) in order to call him/herself a psychiatrist. Psychiatrists usually have had a three-year residency training program that has included supervised psychotherapy. They are the only therapists who can prescribe medication.

Social Worker: Because social workers are not required to be licensed in West Virginia, anyone can call him/herself a social worker. However, most have undergraduate degrees in social work, and many have master's. Most social workers have experience working with families and groups, as well as with individuals, and many put psychotherapy into some sociological context.

Talking therapies

Psychoanalytically oriented psychotherapy: According to psychoanalytic theory, past events and feelings intrude on present relationships. By talking about past feelings a patient can begin to understand how these past experiences influence present behavior. Such insights can be helpful in altering one's feelings or behavior. The concept of transference is also of great importance in psychoanalytic theory.

Short-term or crisis intervention: This therapy focuses on a specific and immediate problem. Its goal is the resolution of that problem, not a radical change of one's personality.

Transactional analysis: Based on the theories of Eric Berne, as described in *Games People Play,* transactional analysis focuses on the transactions between the patient and the therapist and between the patient and others and analyzes those interactions in terms of the 'child,' 'adult,' and 'parent' within us all.

Experiential therapies

Behavior modification: This form of therapy is based heavily on learning theory. Patient and therapist agree on specific behavior that the patient wishes to change, and attempt to do so by using a number of different techniques both during and between sessions. The underlying causes of the behavior may or may not be addressed. Unfortunately, behavior modification has been labelled by some as an authoritarian form of therapy; however, it is only the misuse of the technique that deserves this bad reputation.

■ Rosamond Wolff Purcell

Consciousness-raising: Though therapeutic, consciousness-raising or C-R is usually not thought of as therapy. A C-R group is almost always leaderless, and the camaraderie that develops, while enormously useful, generally prevents the group from dealing with conflict, competition, and other negative feelings. Not having developed mechanisms for dealing with conflict, the group is usually short-lived. However, individual feminist therapists may be able to teach a C-R group a safe and effective method by which conflict can be handled.

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Couple therapy: This therapy treats the couple as a unit on the assumption that their problems lie within the relationship and solutions must be worked out mutually. Couple therapy varies with the orientation of the therapist. It can be useful for couples trying to decide whether to enter or leave their relationship. Couples do not need to be married or be heterosexual.

Family therapy: The whole family is treated in response to family distress or the symptoms of distress in one family member. This form of therapy is based on the notion that pain in one family member is indicative of pain within all family members. Historically, family therapy emerged from the involvement of parents in the treatment of their young children or adolescents.

Gestalt therapy: Based on the theories of Fritz Perls, Gestalt employs role playing and fantasy in an attempt to relate dream life to the 'here-and-now.'

Physical techniques: There are a number of different therapies that focus on the patient's body as an expression of their conflicts and problems, and that attempt to treat these problems by the manipulation or massage of the body, or by the control of physiological processes. These therapies include techniques such as Bio-energetics, Bio-feedback and Rolfing.

Psychodrama: Conflicts are acted out within a group setting under the protection and guidance of a leader. One member of the group directs or choreographs a scene in his/her life and the other members play key roles. Powerful feelings can be elicited and examined by acting them out.

Rogerian: Based on the theories of Carl Rogers, this therapy is also called client-centered therapy. The client's verbalizations are validated through their playback (usually by means of a tape recorder).

Sex therapy: A form of couple therapy that deals specifically with the sexual aspects of the relationship. ■

Mental Health Services

Public Clinics

Public mental health resources in West Virginia are offered on a regional basis. The centers receive funding from the federal, state and county governments. Services are offered to all residents of the region, who are charged based on their ability to pay. No one is turned away because of a lack of money.

Most provide these basic services:

Outpatient - Individual, group, marriage and family counseling; psychiatric and psychological testing, diagnosis and treatment. Special counseling services are offered for children.

Inpatient - Short-term 24-hour care for people afflicted by acute mental illness.

Partial hospitalization - Short-term intensive treatment in a group setting. Participants return home at night and on weekends.

Transitional - Half-way houses for individuals returning to the community from institutions. Participants are taught community survival skills.

Other services include crisis intervention, screening of individuals before they are committed to state mental institutions, outpatient therapy for alcohol and drug abusers, consultation and public education. Most regions maintain branch offices in each county they serve.

REGION I

Serves Fayette, Monroe, Raleigh, Summers, Mercer, McDowell and Wyoming Counties. This region is divided into two areas. *Area 1* includes Mercer, McDowell and Wyoming Counties; *Area 2* includes Fayette, Monroe, Raleigh and Summers Counties.

Area 1:

Elkhorn Mental Health Clinic
57 Elkhorn St, Welch 24801
436-2106

Guyandotte Mental Health Clinic
Daniels Bldg, Main St.
Pineville 24874
732-7402

Mercer-McDowell-Wyoming Mental Health Council, Inc. (region office)
Southern Highlands Community Mental Health Center
12th St. Extension, Princeton 24740
425-9541 or 425-9543

Area 2:

Fayette County Mental Health Center
213 North Court St.
Fayetteville 25840
574-2100

Fayette-Monroe-Raleigh-Summers Mental Health Council (region office)
101 South Eisenhower Dr.
Beckley 25801
252-8651

Fayette County Mental Health Center (Montgomery office)
210 3rd Ave, Montgomery 25136
442-5138

Monroe County Mental Health Center
Main St, Union 24983
772-5452

Summers County Mental Health Center
98 Union St, Hinton 25951
466-3899

REGION II

Serves Cabell, Lincoln, Logan, Mason, Mingo and Wayne Counties. This region is divided into two areas. *Area 1* consists of Logan and Mingo Counties; *Area 2* includes Cabell, Lincoln, Mason and Wayne Counties.

Area 1:

Lincoln County Mental Health Office
Coffman and Hart Bldg.
6990 State Route
West Hamlin 25523
824-5790

Logan-Mingo Mental Health, Inc. (region office)
206 Dingess St, Logan 25601
752-6320, 752-6321 or 752-4357

Area 2:

Community Mental Health Center (region office)
3375 US Route 60 East
Huntington 25705
525-7851

Green Acres Regional Center
Route 2, P.O. Box 115
Lesage 25537
762-2521 or 762-2522

Mason County
Mental Health Service
701 Viand St, Point Pleasant 25550
675-2361

Mingo County
Mental Health Office
Memorial Bldg, Williamson 25661
235-2954

Wayne County
Mental Health Office
Health Department, Courthouse
Wayne 25570
272-3466

REGION III

Serves Boone, Clay, Kanawha and Putnam Counties.

Boone County
Human Service Center
411 Main St, Masonic Bldg.
Madison 25130
369-1930

Charleston Guidance Clinic
5608 MacCorkle Ave. SE
Charleston 25304
925-4926

Clay County
Human Service Center
Main St, Clay 25043
587-4205

Putney County
Human Problems Center
3769-A Teays Valley Rd.
Hurricane 25526
755-4871

Shawnee Hills
Community Mental Health/
Mental Retardation Center, Inc.
(region office)
Academy Dr, Institute 25112
768-3901
1-800-642-8540 (toll-free,
24-hour crisis line)

REGION IV

Serves Greenbrier, Nicholas, Pocahontas and Webster Counties.

Greenbrier Community
Mental Health Center
103 Church St, Lewisburg 24901
645-1110

Greenbrier Valley
Mental Health Clinic
(region office)
100 Church St, Lewisburg 24901
645-3319

Nicholas County
Mental Health Center
(region office)
305 McKees Creek Rd.
Summersville 26651
872-2659

Pocahontas County
Mental Health Office
Courthouse, Marlinton 24954
799-4678

Webster County
Mental Health Office
Rush Auto Parts Bldg.
Webster Springs 26288
847-5425

REGION V

Serves Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt and Wood Counties.

Jackson County
Guidance Office
210 Walnut St, Ravenswood 26164
273-3302

Ritchie County
Mental Health Clinic
Health Department, Harrisville 26362
643-2261

Roane and Calhoun Counties
Mental Health Clinic
Spencer State Hospital
Spencer 25276
927-2110

Tyler County
Mental Health Clinic
210 Elizabeth St.
Sistersville 26175
657-2350

Western District
Guidance Center (region office)
2121 7th St, Parkersburg 26101
485-1721

REGION VI

Serves Braxton, Doddridge, Gilmer, Lewis, Harrison, Marion, Monongalia, Preston and Taylor Counties.

Braxton County
Mental Health Clinic
307 Main St, Sutton 26601
765-7447

Central District
Mental Health Center
(region office)
6 Hospital Plaza, Clarksburg 26301
623-5661

Doddridge County
Mental Health Clinic
Courthouse, West Union 26456
873-1288

Gilmer County
Mental Health Clinic
201 North Court St.
Glenville 26351
462-8226

Lewis County
Mental Health Clinic
145 High St, Weston 26452
269-5220

Marion County
Mental Health Office
1101 Fairmont Ave, Fairmont 26554
366-7174

Preston County
Mental Health Office
Kingwood Plaza, Kingwood 26537
329-1059

Taylor County
Mental Health Office
Public Health Bldg, West Main St.
Grafton 26354
265-3947

Valley Comprehensive
Community Mental Health Center
(region office)
603 East Brockway Ave.
Morgantown 26505
296-1731 or 296-1739

REGION VII-VIII

Serves Barbour, Grant, Hampshire, Hardy, Mineral, Pendleton, Randolph, Tucker and Upshur Counties.

Appalachian
Mental Health Center
(region office)
Yokum and Wilmoth Sts.
Elkins 26241
636-3232

Barbour County
Mental Health Office
Williams Bldg, Philippi 26416
457-2580

Developmental Center (region office)
50 Clary St, Keyser 26726
788-0788

Hampshire County Special Services Center (region office)
Board of Education, Romney 26757
822-3050

Mineral County Mental Health Office
Public Health Center, Route 4
Keyser 26726
788-2241

Pendleton County Mental Health Office
High St, Franklin 26807
358-2554

Tucker County Mental Health Office
220 First St, Parsons 26287
478-2764

Upshur County Mental Health Office
29 South Kanawha St.
Buckhannon 26201
472-2022

REGION IX

Eastern Panhandle Mental Health Center (region office)
225 South Water St.
Martinsburg 25401
263-8954 or 263-8955

Jefferson County Mental Health Services
Professional Bldg.
114 West Washington St.
Charles Town 25414
725-9685

Morgan County Mental Health Services
Courthouse, Berkeley Springs 25411
258-2889

REGION X

Serves Marshall, Ohio and Wetzel Counties.

Children and Family Family Service Association (region office)
329 McLain Bldg, 40 12th St.
Wheeling 26003
233-2350

Marshall County Mental Health Office
Courthouse, Moundsville 26041
845-8660, ext. 267

Northern Panhandle Mental Health Center (region office)
2121 Eoff St, Wheeling 26003
233-6250

Wetzel County Mental Health Office
255 Main St, New Martinsville 26155
455-3622

REGION XI

Serves Brooke and Hancock Counties.

Hancock-Brooke Mental Health Service (region office)
Monongalia Power Bldg.
Weirton 26062
723-5440

■ © Rosalyn Gerstein

Private Clinics

There are many types of private mental health resources available. Churches, hospitals, universities and colleges are among those offering various types of counseling services. Psychiatrists and psychologists practice in most communities. Some agencies offer specialized counseling to persons with certain types of problems, such as rape victims, battered women, drug abusers, etc. Check the listings following such topics, and read the article in this chapter for advice on selecting a therapist or counselor.

If you are fortunate enough to live in a part of the state served by a family service agency, you may want to seek help there. These offices receive United Way funding, plus some aid from city, counties and the state. Like public mental health agencies, they charge on a sliding scale, and do not turn clients away if they cannot afford to pay. In most areas, family service offices have established new services for their clients. You must call to set an appointment.

CHARLESTON:

Family Service of Kanawha Valley
1036 Quarrier St, Charleston 25301
342-7175

Types of counseling offered include marital, family, individual and parent-child. The agency receives Title XX funds to treat welfare clients. Fees range from $1 to $38 per hour, based on the client's ability to pay. The Sexual Assault Information Center is affiliated with this agency *(See the article on sexual assault in the Law chapter.)*. It sees clients at no charge.

CLARKSBURG:

Family Service of
Marion and Harrison Counties
Doctor's Bldg, 115 South 4th St.
Clarksburg 26301
624-7587

This office, which also maintains a branch in Fairmont, offers the following types of counseling: family, marital, and personal adjustment counseling, as well as parent-child, individual and play therapy for children. Family life education classes teach parenting skills, communication skills and assertiveness. Counseling fees range from $3 to $25 per hour, based on income.

FAIRMONT:

Family Service of
Marion and Harrison Counties
201 Virginia Ave, Fairmont 26554
366-4750

In addition to offering the same services offered in the Clarksburg office, this agency has a visiting homemaker program. Workers visit people during times of stress to assist with such things as meal planning, personal hygiene and grocery shopping, and to provide training in carrying out a doctor's instructions related to health care. This service is offered to people of all ages. Patients are charged according to their ability to pay.

HUNTINGTON:

Family Service of Huntington
1007 5th Avenue, Huntington 25701
523-9454

Types of counseling offered include personal, marriage and parent-child. Credit counseling sessions are offered to people who need aid in managing their debts. Fees range from 50 cents to $25 per hour.

WHEELING:

Children and
Family Service Association
917 Central Union Bldg.
14th and Market Sts, Wheeling 26003
233-2350

Types of counseling offered include marriage, individual, family, adolescent and group. Family life education classes teach parent-effectiveness training, and parents and couples communication skills. Fees are charged on a sliding scale.

This agency also operates three branch offices that provide extensive services to senior citizens. These include homemaker visitation, counseling, an employment program, transportation through an escort service, a nutrition program, and consumer credit counseling. Some of these programs are free; others have fees that are based on the person's ability to pay. For more information on these programs, call the following numbers: Follansbee - 737-3300; Moundsville - 845-5600; Wheeling - 233-6300. ■

Got A Complaint

Send us your opinion of those services and organizations you have used that are listed in the *West Virginia Women's Yellow Pages.*

Fill out the evaluation form provided at the back of the book. Your feedback is critical to building an ongoing and effective information network among the women of West Virginia.

- The Eds.

Anonymous Alcoholics

Women and Drink

by Cheryl Laham and Laura Derman

The use of alcohol is an integral part of life for many people in this country. Nearly two-thirds of the American adult population drink alcohol. And of these ten million people, one-third to one-half are women.

According to the National Council on Alcoholism (NCA), if alcohol drinking interferes with some vital area of your life, your family, social or work life, or your physical health, you are an alcoholic. The NCA estimates that each alcoholic affects approximately four other people (spouse, children, parents and/or employer) - a total of 40 million people.

The American Medical Association has labeled alcoholism the 'number one' drug abuse problem and the 'number three' killer after heart disease and cancer. Yet alcoholism is still regarded as a moral issue and its victims as 'bad people.' Contrary to many people's stereotypes, skid row bums make up only 3 to 4 percent of alcoholics while up to 85 percent have jobs and families and lead seemingly normal lives.

What causes alcoholism?

Is alcoholism inherited or are its causes environmental? The answers to these questions are not presently known, and various studies have reached conflicting conclusions. Generally, these studies have focused on physiological, psychological or sociological factors as possible causes. Some researchers claim to have found a hereditary basis for alcoholism. Yet other researchers have concluded that children raised apart from alcoholic parents do not necessarily develop the disease.

Psychologists and psychiatrists have long attempted to define the 'alcoholic personality.' Yet there is little agreement as to the specific characteristics of that 'personality' and, in fact, many of the observed characteristics of alcoholics are equally applicable to people suffering from what is often termed 'mental illness,' as well as individuals whose personalities are labeled 'normal.'

Sociological comparisons of drinking patterns and alcoholism rates in different cultures seem to be a more promising focus of recent research. Such studies have indicated that certain cultural groups - such as Jews, Italians and Chinese - have lower rates of alcoholism which appear to be related to certain behavioral factors these groups all have in common: children are introduced to alcohol at an early age; alcohol is regarded as a neutral substance (that is, neither 'virtue' nor 'sin'); there is wide agreement on the

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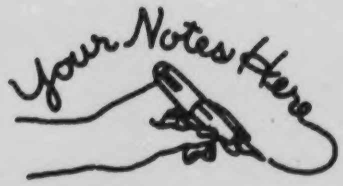
ground rules of drinking; and abstinence is socially acceptable while drunkenness is not.

Inconclusive as research into the causes of alcoholism may be, one fact has been clearly established: alcoholism profoundly affects people without respect to age, race, or socio-economic background.



Are you a problem drinker?

In considering whether or not you have a drinking problem when, where or with whom you drink, or how much you drink are not the critical factors. The important question is what happens when you drink. What has it done to your life? How does it affect your family, your home, your work, your physical health? Trouble in any one of these areas as a result of drinking suggests the possibility of alcoholism.

Some recovering alcoholics report that they drank socially and responsibly for many years before getting into trouble. Others say that they experienced alcoholic symptoms from the start of their drinking. If you are concerned about your own drinking or the drinking of someone close to you, the following questions may be useful to you.

Do you continue drinking after your friends say that they have had enough?

Do you secretly have a few extra drinks before or while drinking with other people?

Have you had 'blackouts' (not remembering some things which happened while drinking, even though friends tell you that you did not pass out)?

When sober, do you often feel guilty about things you have said or done while drinking?

Do you find yourself getting drunk more often?

Have you worried or hurt your family or friends because of your drinking?

If you answered yes to just one of these questions, your drinking is probably affecting your life in important ways. Whether your drinking problem is in its early or late stages, there is help available. *Alcoholism is treatable.*

Women, alcohol, and alcoholism

An observation often made by those who work with community agencies and women's groups is that an increasing number of women are becoming alcoholic and are seeking treatment. While recent statistics support the observation that more women are seeking treatment for their alcoholism, there are no available statistics to verify the supposition that more women are actually becoming alcoholic. Moreover, the observations and experience of workers in the field strongly suggest that this trend is based more on an increased visibility of alcoholic women than on an increase in their numbers.

A look at the way our society views women and alcohol may help our understanding of the change in visibility among alcoholic women. Until recently, social custom, by and large, denied women access to public drinking places. Bar maids and female patrons who frequented bars usually were perceived as (or actually were) prostitutes or lonely women looking for bed partners. Even today drunkenness is beyond the boundaries of acceptable behavior for women in our society. A drunken man is rarely cause for scandal (in fact, drinking and drunkenness are often seen as proof of manhood) while a drunken woman is stigmatized as a floozy, lush, bad mother/wife and a whore.

Since women have been socialized to regard their role as wife and mother as their most, if not only, important function in life, any failure in this area is usually devastating. The stigma, the greater sense of shame, self-hatred and guilt combine to create the problem of the 'hidden' female alcoholic. The woman drinks alone and clandestinely, protected from trouble because her friends, lovers and family share in her shame. A woman seems to progress very quickly from a 'hidden' drinker to a deserted one.

Eventually, a cycle of denial of the problem evolves, beginning with the woman herself. Her own lack of information about alcoholism coupled with guilt she feels about her lack of control over drinking often leads the woman alcoholic to believe she is 'mentally ill.' Alcohol is a depressant drug that can induce behavior associated with mental illness (for example, depression, anxiety, suicidal thoughts, memory loss, lack of control). Following the notion that she must be 'mentally ill,' the woman alcoholic will often turn to psychiatrists or other helping professionals. Many of these professionals are either unable to detect symptoms of alcoholism due to their own lack of information or are reluctant to identify alcoholism as the problem needing treatment. Such professionals frequently share the bias that these women are 'mentally ill,' that problems such as anxiety and depression, which have no detectable physical origin, are psychological in nature. To 'relieve' the woman of stress and discomfort, doctors will often prescribe tranquilizers, unaware that they are multiplying their patient's addiction.

Other people in a woman's life - friends, relatives, employers - play an important part in the cycle of denial. They may talk freely among themselves about her problem but they rarely talk with her directly. The intense stigma attached to the woman alcoholic and the tendency among those with whom she has contact to deny her alcoholism combine to create barriers for the woman who attempts to receive proper treatment. As a result, by the time she is treated in an alcoholic program, her alcoholism has very often reached a more advanced stage than that of most men.

The social and political movements of recent years which have begun to alter societal attitudes toward women may also be responsible for the increase in the number of women alcoholics seeking treatment. The women's movement, for example, has been instrumental in expanding women's knowledge of their legal and social rights. More women are asserting their right to proper health care as well as refusing to resign themselves to illnesses, such as alcoholism, that they do not understand. Outreach to the women's community and to organizations that primarily serve women has helped to educate women about alcoholism and has given them an awareness of both the problem and the resources to combat it. Women's issues are being incorporated into traditional, male-oriented alcoholism programs. For example, women are becoming involved in AA (Alcoholics Anonymous) in larger numbers. In a 1974 survey, women accounted for more than one-third of the new members and currently make up 28 percent of the membership. AA now offers groups especially for women. Also, some inpatient/outpatient alcoholism services now offer women's groups as a standard part of treatment. A more recent development is the establishment of specialized women's alcoholism programs, which recognize the special problems of women alcoholics and are designed to meet their specific treatment needs. One such program is Women for Sobriety, started by a woman for other women *(see listings which follow this article)*.

> *What are the stereotypes? I can tell you what mine were. I thought alcoholics were derelicts and skid row bums, without jobs, without families, who passed out behind billboards and ate in soup kitchens in parts of town I never saw. I thought you could only be an alcoholic after a lifetime of drinking. I thought alcoholics were people who were drunk all the time (a physical impossibility) and since I didn't drink during the day, I figured I couldn't possibly be an alcoholic.'*
>
> - 'Woman on the Rocks'
> Ms. Magazine

All of these factors have contributed to making it somewhat easier for women to seek treatment today. And while it is not clear that more women are becoming alcoholic, it is clear that more women are using the services which are designed to meet their unique needs as women and as alcoholics.

Help for the woman alcoholic

A woman with alcoholism is no more responsible for her disease than a woman who has contracted diabetes. However, once a woman suspects or knows that she is alcoholic, it is her responsibility to seek education and help. There are a variety of services to choose from which are described below. Some may be more suitable than others and not all are alike. The decision to seek treatment (and the type of treatment) is up to the individual woman. Alcoholism is a treatable disease.

Detoxification inpatient programs. Detoxification (or detox) is the process of recovering from the effects of an overdose of alcohol. Detox services are sometimes offered in hospitals, clinics, or alcoholism treatment centers. Since alcohol is a drug, withdrawal can cause medical complications, and a medical facility is therefore recommended.

Specialized women's alcoholism programs. The National Institute of Alcohol Abuse and Alcoholism (NIAAA) has funded fourteen women's programs in the United States. Women's programs offer many of the traditional alcoholism services,

> *When Jane was 18 years of age, she began using Dexedrine - eventually reaching a daily dosage of 33 tablets a day; and before a year had elapsed she was hospitalized for the first time at a state-subsidized hospital and subsequently received a course of 52 electroshock treatments and innumerable psychological tests. . . . Between 1960 and 1965, Jane was institutionalized on three different occasions. Following her last discharge, . . . Jane vaguely began to realize that her problems were somehow related to her drinking and medication abuse. It was at this point that she contacted the Alcoholism Center. Thirty-one months after her admission no symptoms of mental illness were observed; the diagnosis of epilepsy was disproved by a neurospecialist and rediagnosed as alcohol and drug withdrawal convulsions.'*
>
> - Paper by Ardelle Schultz, 'Radical Feminism: A Treatment Modality for Addicted Women'

including halfway houses, individual and group counseling, and inclient/outclient services, some of which are described below. However, to date, there are no separate detox facilities for women in West Virginia. Given the stigma, guilt and generalized sense of failure experienced by the woman alcoholic, many women prefer programs that are designed to meet their personal and social needs (whether it be the provision of child care or the opportunity to participate in women's groups).

Outpatient/client services. There are some programs that provide alcoholism counseling on an outpatient/clinic basis. These programs can be found in hospitals, medical clinics, and mental health centers. Some of these programs have formed women's groups as a regular part of their services.

Halfway houses. A halfway house is a transitional community-based residential facility for the alcoholic who needs a supportive environment of her peers to maintain sobriety and recover from alcoholism. Many houses provide multifaceted recovery programs, including group discussions, individual counseling and therapy, job training and other supportive services. In West Virginia, women are placed with men in co-ed halfway houses.

Self-help groups. Self-help groups have proven to be the most successful long-term treatment method for alcoholism. Within groups, individuals find that their problems are not unique and that it is possible to live a satisfying life without alcohol. As group members learn to rely on people rather than alcohol they acquire a life-long support system for dealing with a life-long illness. Using AA (Alcoholics Anonymous) as a model, self-help groups have focused on help for the woman alcoholic. ■

Help for Alcohol and Drug Abusers

Self-Help Groups

Alcoholics Anonymous (AA)
Look in the telephone listings for the closest chapter of Alcoholics Anonymous (AA) and consult your community mental health center. *(See Mental Health Services: Public and Private Clinics earlier in this chapter.)*

Women for Sobriety, Inc.
P.O. Box 618
Quakertown, PA 18951
215-536-8026

Self-help in its philosophical orientation, Women for Sobriety is the first national alcoholic program begun by a woman recovered-alcoholic for other women. Often used by women in conjunction with the AA program, the program is centered around weekly meetings led by a recovered alcoholic of several years. There are more than 200 groups across the country. Write to the above address for the location of a group nearest you.

Treatment Units

(The state operates several treatment units; only those that serve women are listed here.)

Huntington State Hospital
1530 Norway Ave, Huntington 25709
525-7801

This facility does not have a detoxification unit. Clients stay six to eight weeks for therapy and counseling. After their first two weeks at the hospital, they may return home for weekends. Prices are scaled according to income.

Weston State Hospital
State Street, Weston 26452
269-1210

This facility does not have a detoxification unit. Clients stay six to eight weeks for therapy and counseling. After their first two weeks at the hospital, they may return home for weekends. Prices are scaled according to income.

Fellowship Homes

(The Greenbrier Valley Council on Alcoholism Home in Lewisburg, the Pocahontas Alcoholism Council Fellowship Home in Welch and the Southern West Virginia Fellowship Home in Beckley treat only males. Facilities that serve women are listed here.)

Kanawha Fellowship Home
1107 Virginia St. East
Charleston 25301
342-8051

Clients can stay indefinitely at this half-way house, although the average stay is six months. The only admission criterion is that clients are addicted and employable. Residents are expected to contribute $40 per week from their own earnings - a job placement service helps them find full-time work. The home provides room and board, a round-the-clock staff, group therapy and individual and group counseling. Participation in an Alcoholics Anonymous group is required.

Mid-Ohio Valley Fellowship Home
1030 George St, Parkersburg 26101
485-3341

Clients can stay up to six months at this half-way house. Donations of $30 to $35 per week are requested, but services are provided free to those who cannot afford to pay. The staff includes a social worker, but medical and psychiatric services are not available at the site. The home assists clients in finding jobs and becoming self-supporting.

Private Clinics

Valley Clinic
7004 Kanawha St, St. Albans 25177
727-0351

This facility provides detoxification for alcoholics only. Charges are $460 for a five-day stay. It has no accreditation or affiliation.

Huntington Hospital
1230 6th Ave, Huntington 25719
696-4107

This unit is administered by a staff psychiatrist. Therapies include use of vitamins, anti-convulsants and physical therapy. Therapists give clients lectures twice a day. Charge is $280 for a two-week stay, and clients are required to pay at time of admission. The hospital does not accept Welfare or Medicare patients. ■

Got A Complaint

Send us your opinion of those services and organizations you have used that are listed in the *West Virginia Women's Yellow Pages.*

Fill out the evaluation form provided at the back of the book. Your feedback is critical to building an ongoing and effective information network among the women of West Virginia.

- The Eds.

Part II:

A Woman's Guide to a Sound Body

■ © Rosalyn Gerstein, *Ellen*

The Gyn Examination:
What to Expect
by Nancy Tolliver

In many cases, the only time women receive medical attention is when they seek a yearly Pap smear and/or birth control. It is important to have a yearly examination, because it is a way to catch a problem or disease early, before it becomes serious.

When preparing for a visit to a doctor, wash, but do not douche. Vaginal secretions are an important gauge of disease and/or health.

Your health history

During your first visit to a particular doctor or clinic, a complete history of your health will be taken. Both past and current health problems may affect your gynecological (GYN) health, so it is important for you to be very thorough in your answers. All past illnesses and surgeries and frequent problems should be mentioned, as well as any diseases which run in your family.

Your GYN history should be very detailed and include the following information:

- the age you first began menstruation;
- how long and heavy your periods are;
- whether your periods are regular;
- the number of pregnancies you have had;
- whether any of your pregnancies resulted in miscarriage, abortion, stillbirth, or childbirth;
- if you have given birth, whether there were any complications for you or the baby;
- whether you have ever used birth control;
- if so, what methods and for how long;
- whether you've had any problem with a birth control method;
- whether you have had any GYN diseases, injuries, or surgeries;
- whether you have ever had gonorrhea or syphilis.

The examination

Depending on where you go and whether you are having any serious problems, you may be examined by either a physician, physician's assistant, midwife, or nurse practitioner. All are trained to recognize disease and illness. If you have a problem your physician's assistant, midwife, or nurse practitioner cannot help you with, you will be referred to a physician who works with him/her.

Prior to the exam, you will be asked to undress and given a drape or gown with which to cover yourself. Be sure to urinate before the examination, as doing so will make the exam more comfortable for you. If the physician is a man, there should be a female assistant in the room during the examination.

At the beginning of the examination, a nurse or assistant will take your blood pressure, weight, pulse, respiration, and sometimes your temperature. Your breasts, heart, lungs, eyes, ears, nose and sinuses, mouth and throat, neck, back, abdomen, urine, and rectum should also be checked. Sometimes these are not checked routinely. If not, do not hesitate to request such examinations. Such checks are important in early detection and treatment of disease. Tell the examiner about any physical problems you are having, unusual discharges, lumps, body changes, etc.

During the pelvic examination, you will be asked to position yourself at the foot of the table and place your feet in stirrups. This position makes it easier for the physician or midwife to view your genital area and check it for any signs of disease. Most women find this examination a little embarrassing, especially when the examiner is a man. Being embarrassed can cause the muscles in the lower part of your body to tense, thus making the internal exam painful or uncomfortable. It is important that you attempt to relax your muscles as much as possible since tightened muscles can prevent the examiner from getting an accurate check of the organs.

You can help yourself to relax by concentrating on letting go the muscles in your legs, hips and abdomen. Keep your eyes open and focus them on something in the room. Breathe very slowly and normally. This will help you to relax and make the exam easier.

An instrument called a speculum will be put into the vagina, so the examiner can spread the walls of the vagina and see your vagina and cervix. While the speculum is in place, the examiner will perform several routine tests, one of which is called a Pap smear.

The Pap smear is a painless test done to check the cells of the cervix and vagina. A wooden spatula or cotton-tipped swab is wiped over the cervix, removing some cells which are placed on a glass slide. The same procedure is done to the walls of the vagina. The slides are sent to a laboratory where they are checked under a microscope for any unusual conditions. A Pap smear should be taken every year. However, the smears should be taken more often if you have frequent infections or unusual Pap smear results that could indicate precancerous conditions.

If you have any signs of a vaginal infection or a venereal disease, the examiner will remove some of the discharge from the vagina with a cotton-tipped swab, wipe it on a glass slide and view it under a microscope. If any organisms are seen, proper treatment can be prescribed.

If you feel that you may have a venereal disease, ask your doctor or clinic to test for it. The test for gonorrhea is very simple and painless. A culture will be taken by removing cells from the cervix with a cotton-tipped swab and placing them into a culture medium. Within a few days, the culture will indicate whether or not you have gonorrhea. Syphillis testing is usually done by taking a sample of your blood. This test is most accurate if done four to six weeks after exposure to the disease.

In West Virginia, you can receive testing and treatment for VD without parental consent if you are under eighteen years of age. VD testing and treatment are offered free through the West Virginia Health Department. *(See listings of county health departments under Health Resources in this chapter, or contact the VD Control Bureau, 1800 East Washington St, Charleston 25305; 348-2950.)*

After completing all tests, the examiner will remove the speculum and give you an internal examination. Two fingers of one hand will be inserted into the vagina. With the other hand, s/he will push on the lower abdomen in order to locate and examine manually the uterus, ovaries, fallopian tubes, and pelvic muscles.

After the exam

It is important you understand the findings of the examination. If you are not given this information, ask for it. If you are given any medication or treatment, be sure you understand why and what it is for. Be sure you are informed of any possible side effects. ■

How to Examine Your Breasts

by American Cancer Society

This simple three-step procedure could save your life by finding breast cancer early when it is most curable.

In the shower: Examine your breasts during bath or shower; hands glide easier over wet skin. Fingers flat, move gently over every part of the breast. Use right hand to examine left breast, left hand for right breast. Check for any lump, hard knot or thickening.

Before a mirror: Inspect your breasts with arms at your sides. Next raise your arms high overhead. Look for any changes in the contour of each breast, a swelling, dimpling of skin or changes in the nipple.

Then, rest palms on hips and press down firmly to flex your chest muscles. Left and right breast will not exactly match - few women's breasts do.

Regular inspection shows what is normal for you and will give you confidence in your examination.

Lying down: To examine your right breast, put a pillow or folded towel under your right shoulder. Place right hand behind your head - this distributes breast tissue more evenly on the chest. With left hand, fingers flat, press gently in small circular motions around an imaginary clock face. Begin at outermost top of your right breast for 12 o'clock, then move to 1 o'clock, and so on around the circle back to 12. A ridge of firm tissue in the lower curve of each breast is normal. Then move in an inch, toward the nipple, keep circling to examine every part of your breast, including the nipple. This requires at least three more circles. Now slowly repeat the procedure on your left breast with a pillow under your left shoulder and left hand behind your head. Notice how your breast structure feels.

Finally, squeeze the nipple of each breast gently between thumb and index finger. Any discharge, clear or bloody, should be reported to your doctor immediately.

Follow the same procedure once a month about a week after your period, when breasts are usually not tender or swollen. After menopause, check your breasts on the first day of each month. After a hysterectomy, check your doctor or clinic for an appropriate time of the month. Doing BSE (Breast Self-Examination) will give you monthly peace of mind and seeing your doctor once a year will reassure you there is nothing wrong.

If a lump or dimple or discharge is discovered during BSE, it is important to see your doctor as soon as possible. Don't be frightened. Most breast lumps or changes or not cancer, but only your doctor can make the diagnosis.

Most breast cancers are first discovered by women themselves. Since breast cancers found early and treated promptly have excellent chances for cure, learning how to examine your breasts properly can help save your life. ■

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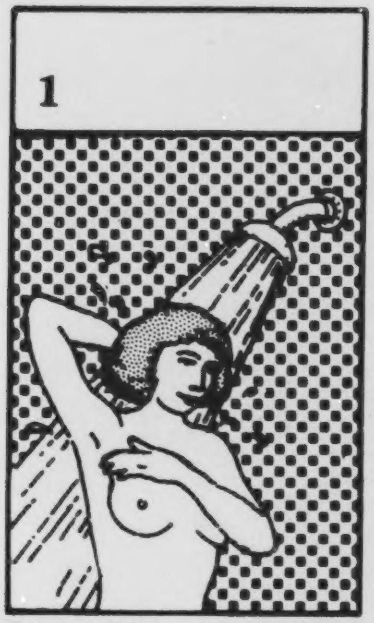

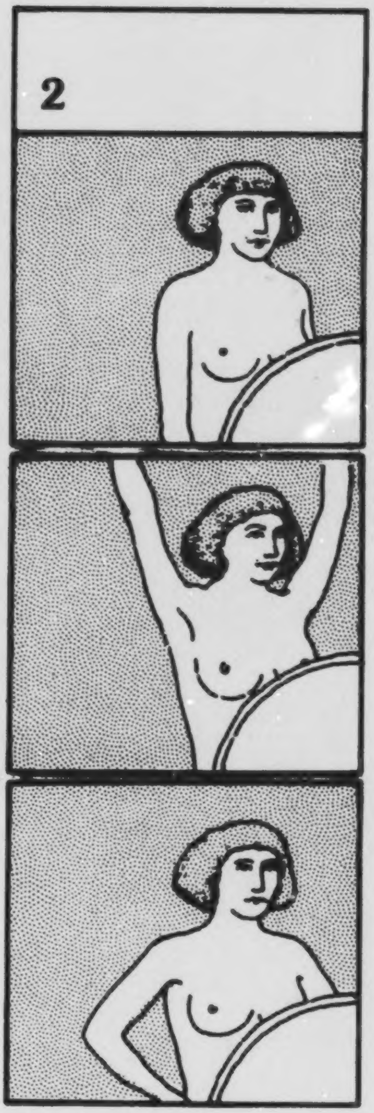

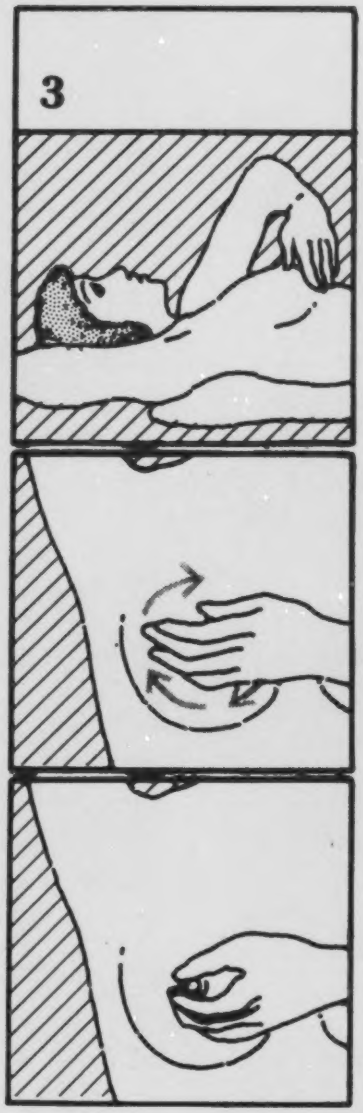

■ Suzette Phelps

Know Cancer's Warning Signals!

- Change in bowel or bladder habits
- A sore that does not heal
- Unusual bleeding or discharge
- Thickening or lump in breast or elsewhere
- Indigestion or difficulty in swallowing
- Obvious change in wart or mole
- Nagging cough or hoarseness

‘Female Troubles’

by Elizabeth Whited

Common Surgeries and Diseases

Many women at some time in their lives may be advised to undergo one of the more common female surgeries. This section deals with what these surgeries consist of and what effects they may have on a woman.

Dilation and curettage (D and C)

During this procedure the cervical canal is widened with an instrument known as a dilator and the uterine lining is then scraped with a special instrument called a curette. This procedure is done to secure tissue from the uterus for examination under a microscope, to control abnormal uterine bleeding, and as a therapeutic measure after an incomplete abortion.

This procedure is carried out in the operating room, most often under local anesthetic. It is generally a simple procedure that does not require a prolonged recovery time. A vaginal or cervical pack (bandage-like material) may be used internally for twenty-four hours. There is usually some bleeding following the procedure, much like a menstrual period, and a sanitary napkin may be worn. The hospital stay is less than twenty-four hours. Some physicians perform this procedure on an outpatient basis.

Hysterectomy

Depending on the condition requiring treatment, surgery may consist of removal of the uterus only (simple hysterectomy); removal of the uterus, ovaries and fallopian tubes (hysterectomy with bilateral salpingo-oophorectomy); or removal of the uterus, ovaries, fallopian tubes and the pelvic lymph nodes (radical hysterectomy). The latter two surgeries are used to treat uterine cancer and prevent its spread to other organs.

Simple hysterectomies are most commonly done for non-cancerous tumors, weakened muscles or cancer of the cervix (if it has not spread into the uterine tissue). Menstruation will continue to occur if the lower portions of the uterus and cervix are left intact. If the entire uterus is removed, menstruation will cease, but the ovaries will continue to release female hormones and menopause will occur naturally. If the ovaries are removed, the woman will experience surgical menopause, regardless of her age at the time of the surgery.

With all three procedures, the vagina remains intact and the woman's ability to have sexual intercourse is not affected. However childbearing is not possible after any of these procedures.

■ Photo: Dorothy Ferraro, *Self Portrait*

Except as a treatment for malignancies (uterine cancers) and obstetrical emergencies (septic abortion, uterine rupture), there are no generally agreed-on criteria for performing a hysterectomy.[*] There are, however, several other conditions of the female genital system commonly treated by hysterectomy. These problems are generally not life-threatening, but can cause pain and discomfort ranging in degree from mild to severe. Uterine fibroids (nonmalignant tumors) - especially those not accessible for simple surgical removal - may be treated by hysterectomy, since such tumors can cause heavy bleeding and compress body structures close to the uterus if left intact. Severe infections that lead to scarring of the uterus and nearby structures may be treated by hysterectomy if they do not respond to other medical treatments. Weakening or collapse of the muscular structures supporting the uterus in the pelvic area can also be treated by hysterectomy. Hysterectomies should *not* be performed as a means of birth control.

In 1973, 690,000 hysterectomies were performed in the United States. This is a ratio of about 648 hysterectomies for every 100,000 women. It is possible that, if doctors continue to perform this procedure at the present rate of growth, within a few years about half of all the women in the U.S. over age thirty-five will have had a hysterectomy.

If your physician recommends a hysterectomy (or any other type of major surgery), you should seriously consider visiting another doctor in order to get a second opinion. There are risks involved in having a hysterectomy. The death rate is estimated at 1 in 1,600 cases per year. Complications that can develop include urinary dysfunction, infection, thrombo-embolic disease (blood clots) and bleeding. Feelings of depression and fatigue also frequently follow a hysterectomy. Sometimes these feelings last for several months.

If two or more doctors agree that surgery is indicated in your case because of the presence of tumors or other serious problems, schedule the surgery as soon as possible. Such a step may save your life. You should obtain a clear explanation from your physician of the extent of the surgery, its effect on your sexual functioning, when you will be able to resume intercourse, whether you will undergo surgical menopause, and whether you will be able to bear children. Remember, it is your right to have the clearest possible understanding of what will happen to your body.

Cancer

All women, especially those over twenty, should have annual GYN exams. In this country, cancers of the reproductive system rank as the second largest cause of death, with cancer of the cervix being recognized as the most common type. This cancer, most common between ages twenty and fifty, occurs most frequently in women who began having sexual activities before

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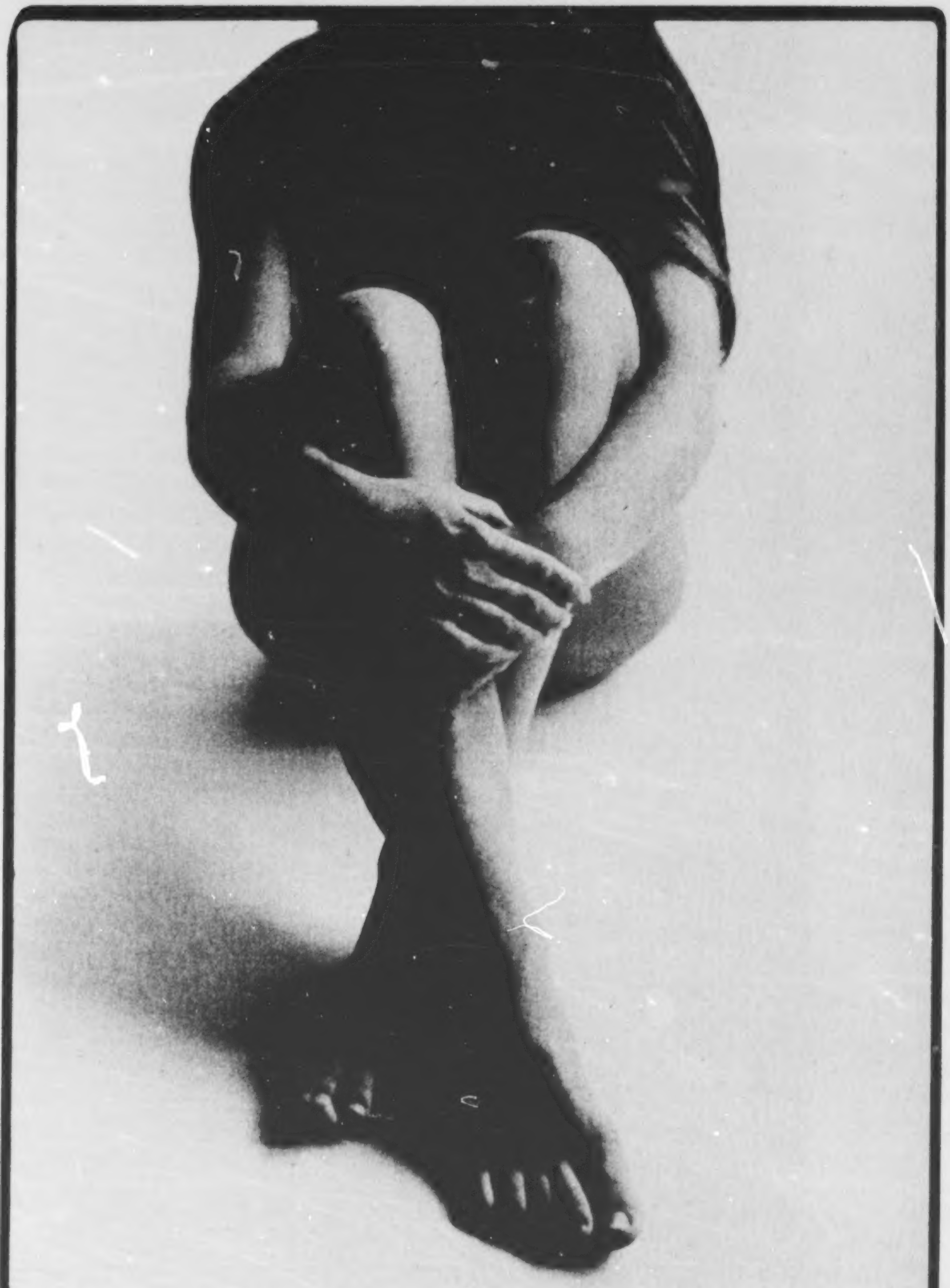
[*] *Information on reasons for having a hysterectomy and statistical information on this procedure appeared in these publications: 'American Journal of Obstetrics and Gynecology,' January, 1977; 'Clinical Obstetrics and Gynecology,' September, 1976; 'New England Journal of Medicine,' July, 1976; and 'Lancet,' November, 1975.*

■ *Photo:* © Rosalyn Gerstein, *Diana*



the age of sixteen, have had several sex partners, and/or have had several pregnancies. It is almost always curable if caught early. There are few early symptoms except a whitish, watery discharge and irregular vaginal bleeding or spotting. This bleeding may increase during intercourse, douching, or defecation.

The second, though less common site, for a cancerous tumor to develop is the inside lining of the uterus. Women who have a history of irregular menstruation, difficulties during menopause, or chronic diseases such as diabetes or hypertension, or use certain kinds of hormonal treatment (estrogen) during menopause are most likely to develop this type of cancer, which rarely occurs before the onset of menopause. There are few early signs, except vaginal bleeding or unusual discharge.

Mastectomy

Mastectomy is the removal of tumors of the breast. Such tumors are the most common cancer and the leading cause of death in adult women in the United States. These tumors are usually first noticed as small, painless lumps with edges that can be felt distinctly in the breast. Other cues include a rash on the breast; change in skin color; pain, tenderness, puckering or dimpling of the breast; nipple retraction or discharge. According to the American Cancer Society, women most vulnerable to breast cancer are those who are white, have experienced early onset of menstruation or a late menopause, have had one breast removed because of malignancy, have a family history of breast cancer, have had long-term hormonal therapy or use of oral contraceptives, are over thirty-five, have had their first pregnancy after twenty-five, have had fewer than two pregnancies, and/or have never borne children.* All women, especially those with one or more of these risk factors, should examine their breasts once a month. *(See How to Examine Your Breasts in this chapter.)* Since breast tumors can be discovered by x-ray before other signs develop, women who are particularly vulnerable to breast cancer (those with a family history of the disease, women forty to forty-five or older, and those who have already had one breast removed because of a malignancy) may be advised by their physicians to include a mammography in their regular physical exams. A mammography is an x-ray picture of the breast which may outline breast tumors before they spread to the lymph nodes (located in the armpits).

Be cautious before consenting to undergo a mammography. Information on the long-term effects of exposure to even small doses of radiation are lacking.** Studies have shown this screening procedure to be valuable, but it is not significantly more effective at detecting tumors than careful physical examination of the breasts and use of an accurate medical history.***

Surgery is usually the preferred treatment for breast tumors. It is frequently combined with radiation treatments and

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* *American Cancer Society, '76 Facts and Figures,' New York, NY, 1975.*

** *'Mammography, A Contrary Opinion,' Annals of Internal Medicine, 77-84, January, 1976.*

*** *"Mammography,' Journal of the American Medical Association, 872-3, August 22, 1977.*

■ Photo: © Rosalyn Gerstein, *Howard and Ruth*

chemotherapy (use of certain drugs which have the ability to kill cancer cells or suppress hormones favorable for cancer growth), depending on the stage of development of the cancer.

If you are advised to have a mastectomy, you should discuss treatment options with your surgeon and participate in all decisions.

The extent of the surgery will depend on the type, size, and location of cancer cells. A partial mastectomy, removal of involved breast tissue (about one-third of the breast), can be performed when the breast tumor is small and towards the outside of the breast. A subcutaneous mastectomy, during which breast tissue is removed but skin and nipple remain intact, can be performed for precancerous lesions. A silicone prosthesis may be implanted during such surgery. A simple mastectomy involves removal of the entire breast, leaving a skin flap which is used to cover the area. A radical mastectomy is performed when malignant cells are present. The breast muscles, all lymph nodes, fat, and tissue are removed. A skin graft is used to cover the area. In a modified radical mastectomy, the breast muscles are left intact.

Several weeks may be required for recovery from a mastectomy. Certain exercises can be learned which help regain muscle strength and reduce soreness. If the breast is removed, temporary padding can be worn until you have been fitted for a permanent breast prosthesis (form). These forms fit inside the bra and can be ordered at most large department stores.

Since the woman who has had a malignancy in one breast has a higher risk of developing cancer in the remaining breast, thorough follow-up care is essential. You should perform breast self-examination monthly and visit your physician frequently.

A diagnosis of cancer can be a fearful and traumatic experience. Drawing on the support of those people closest to you and/or seeking professional counseling will help you cope with your feelings. Reach for Recovery, a program of the American Cancer Society, can provide you information and support. ■

Breast Cancer Surgery

Type of surgery	Tissue removed	Breast reconstruction
• Radical or Halsted Mastectomy	Breast, lymph nodes in armpit, chest wall, muscles	Not possible
• Modified Radical Mastectomy	Breast and lymph nodes in armpit	Possible
• Total, also known as Simple Mastectomy	Breast only	possible
• Partial mastectomy	Lump and surrounding breast tissue	Very possible
• Lumpectomy	Lump and a small amount of surounding breast tissue	Not necessary

Who Is At Risk? One way of answering that question is to use the Breast Cancer Risk Profile.* Here's how it works. Compared to women in general:

- If you are the daughter of a breast cancer victim, you have twice the risk.
- If you are a sister you have two and a half times the risk.
- If you are infertile, you have one and a half times the risk (of a fertile woman).
- If your first full-term pregnancy came after age 25, you have twice the risk (of women who got pregnant sooner); after 31, three times the risk of the women pregnant before 21.
- If you began menstruating very early and have been menstruating for a long time, you have twice the risk. If you have fibrocystic disease there is also twice the risk (though doctors disagree strongly on this point, since the apparent link may be only statistical).
- If you have been taking the drug *reserpine* for hypertension, you may be at two to three times the risk.

Your risks are also somewhat greater if you eat large amounts of fat; have earwax that is wet rather than dry; have a hypothyroid (underfunctioning thyroid) condition; live in cold climate; or have relatively high socioeconomic status. One woman in fifteen will develop breast cancer, and this rate *may* be rising. (The risk is lowest under the age of 30 [10 per 100,000 women], rising as we get older [e.g., at age 70 it is 200 per 100,000]. The earlier the menopause, whether artificial [via surgery] or natural, the lower the risk.)

American Cancer Society/ Reach for Recovery

The Reach to Recovery program provides direct services to breast cancer patients and their families. These include information, counseling and referrals to local health and welfare agencies; instruction in therapeutic exercises; and a temporary breast form. Volunteer counselors are women who have had mastectomies themselves.

The society provides numerous other services for cancer patients. The following cities have offices. If there is not one near you, contact the state office for referral to the group nearest you: American Cancer Society, West Virginia Division, Inc, 240 Capitol St, Suite 100, Charleston 25301; 344-3611.

BECKLEY:
106 McCreery St, 25801
252-4361

BLUEFIELD:
L & C Building, Rm. 215, 24701
327-8770

CHARLESTON:
Ott Building, Rm. 403, 25301
346-3409

HUNTINGTON:
1336 16th St, 25701
523-7989

PARKERSBURG:
306 11th St, 26101
422-1472

WEIRTON:
3240 Main St, 26062
748-1900

WELCH:
McDowell County Bank Bldg, 24801
436-4980

WHEELING:
109 North Main St, 26003
233-6300 ■

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* *Adapted from Dr. H. P. Leis, Jr., New York Medical College, in a report to the International College of Surgeons, San Diego Meeting, 1974.*

Reprinted with permission from 'Our Bodies, Ourselves,' Boston Women's Health Book Collective, Inc. (New York: Simon & Schuster, second rev. ed, 1976).

Vaginal Infections

by Elizabeth Whited

Vaginal infections are common in both younger and older women, particularly if they are taking some type of medication. Normally, women have a slightly acidic secretion (a whitish discharge called leukorrhea) which lubricates the vagina and prevents infections. When the makeup of this fluid changes because of frequent douching or the side-effects of medications, the possibility of infection increases. Medications found to particularly increase your chances of catching a vaginal infection are antibiotics, corticosteroids (cortisone), and certain kinds of birth control pills.

Taking a few simple precautions may help decrease your chances of getting one of these troublesome infections. Daily cleansing of the external genital area and wiping with toilet tissue from front to back after urination and bowel movements is all that is required for feminine hygiene. The practice of douching, unless ordered by a physician as a special treatment, is not necessary and may be harmful since it washes away protective vaginal fluids. The use of feminine hygiene sprays is not necessary either; if you are allergic to them, you may develop a skin irritation or rash which makes you more susceptible to infection. This is also true of highly perfumed bath salts and oils.

Frequent changing of sanitary napkins or tampons during a menstrual period is important since these provide a good medium for bacterial growth. Do not wear nylon pants, panty hose, or tight-fitting slacks for long periods of time since these cause retention of moisture and provide a good condition for bacterial growth. Also try to keep down your intake of sugar and refined carbohydrates, since diets in sugars can radically change the normal pH level of the vagina. ■

The following are the common types of vaginal infections:

Bacterial vaginitis

Cause: bacteria

Symptoms: yellow discharge, burning, itching, swelling

Treatment: vinegar douches (2 tbsp. to 1 qt. water), antibiotic creams, soaking in a very warm bath for relief of symptoms

Post menopausal (senile) vaginitis

Cause: reduced hormone levels after menopause which affects vaginal tissues

Symptoms: itching, burning

Treatment: hormones taken orally or applied to the affected area as creams, antibiotic creams, soaking in a very warm bath for relief of symptoms.

Monilial vaginitis

Cause: fungus (candida albicans) or as a side-effect of certain diseases such as diabetes, or antibiotic therapy.

Symptoms: white, cheesy discharge; itching; burning; redness of the labia

Treatment: vaginal suppositories

Trichomonas

Cause: microorganisms (protozoa)

Symptoms: watery, frothy white or brown discharge; burning; itching

Treatment: Flagyl taken orally or applied to the affected area, and antifungal vaginal creams. The male partner should be treated at the same time. Although he may experience no signs of infection, he can reinfect the woman. Drinking alcoholic beverages while taking Flagyl orally can cause nausea and abdominal cramping. This drug has been shown to cross the placental barrier and is definitely contraindicated during the first three months of pregnancy. It is used with extreme caution during the subsequent six months. It will also appear in the milk of nursing mothers who take it. Flagyl is contraindicated for people who have blood or central nervous system disorders.

Cervicitis

Cause: bacteria, vaginal infections, lacerations received during childbirth, and/or gonorrhea

Symptoms: excessive vaginal discharge, backache, frequent urination

Treatment: cauterization of the cervix (removal of unhealthy tissues from the cervix) if erosion is present, antibiotics, antibiotic or anti-inflammatory creams.

Venereal Disease

by Boston Women's Health Book Collective[*]

If you think there is the slightest possibility you have VD, get medical attention as soon as you can. Once you think you have VD don't have sex with anyone until you are sure you don't have it or are sure you are cured (indicated by two consecutive negative follow-up tests).

For gonorrhea, make sure you get a culture test. A gram stain (smear) is practically worthless for women. Cultures should be taken from the cervix, not vagina, and from the anus. For a woman with a hysterectomy, include the urethra. If you had oral-genital sex, get a culture test from your throat. If there are any doubts about a negative result, have another test within a week. If a test is ever positive, you are not considered cured until you have had two consecutive tests with negative results. Get a syphilis test at the same time.

Don't let the doctor or staff dissuade you from asking questions and finding out answers. If you are not getting a satisfactory response, find another doctor (or clinic). Some doctors and personnel aren't careful enough, especially when treating people on an assembly-line basis. Remember, if you are cured, you can get VD again. ■

■ © Rosalyn Gerstein, *Fairgrounds*

VD Resources

See also Community Health Services, Consumer Medical Guides, Health Advocacy publications, and Birth Control resources in this chapter.

VD Handbook
Montreal Health Press
P.O. Box 1000, Station G
Montreal 130
Quebec, Canada

Thorough descriptions of the various kinds of venereal diseases: symptoms and complications; testing; and treatment methods. Single copies free; $.25 to cover mailing costs.

Venus Hotline
1-800-523-1885 (toll-free)

Information and referral for VD clinics anywhere in the United States. All calls confidential and anonymous.

In West Virginia, laws protect the privacy of those seeking treatment for venereal disease. Minors - people under age eighteen - can receive treatment without the consent or knowledge of their parents. Anyone can receive treatment for venereal disease through one of the county health departments (see listings of Community Health Services under Health Resources in this chapter). People seeking treatment are asked to name their sexual contacts so that they may be contacted to undergo treatment. However, the contacts are not informed who gave their names. All records of venereal disease treatments remain confidential.

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[*] *Reprinted with permission from 'Our Bodies, Ourselves' by Boston Women's Health Book Collective (New York: Simon and Schuster, second rev. ed, 1976).*

Venereal Disease Chart:

	Gonorrhea	Syphilis
Other names:	Clap, drip, a dose, a case, strain, whites, morning dew, gleet.	Siff, pox, lues, bad blood, Old Joe.
How you catch it:	Sexual intercourse (vaginal, anal, oral-genital) with someone who has it; In eyes, from contact with discharge of infected person; Infant's eyes infected in birth canal of infected mother; Not spread by towels, toilet seats, objects.	Sexual intercourse (vaginal, anal, oral-genital) with someone who has it; If fluid from syphilitic sore or rash gets on your skin; Fetus infected in womb of infected mother.
How to tell you have it:	Symptoms appear 1-14 days after sexual contact. No symptoms for 80% of infected women, 5-20% of infected men. If there are symptoms: Women - greenish or yellow-green vaginal discharge, irritation of vulva; Men - painful urination, urethral discharges; swollen glands (sometimes no symptoms). Anal Gonorrhea: irritation of anus, discharge or painful defecation.	Symptoms appear 9-90 days after sexual contact. *Primary:* Chancre (painless sore) appears at spot where syphilis bacteria entered body, disappears 1-5 weeks without treatment. *Secondary:* rash, flu-like symptoms, mouth sores, patchy balding. Symptoms will disappear after some months even if you are not treated; disease then attacks internal organs in ⅓ of untreated cases.
How to find out for sure:	If you have symptoms or have had sexual contact with someone who might have gonorrhea: *Women* - culture test (80-90% reliable); be sure culture taken from cervix, anus (and throat if necessary); *Men* - quick gram stain test is often enough. If no symptoms, need culture test: swab of secretions from inside urethra. Be sure to have anus, throat checked if indicated.	If you have symptoms or have had sexual contact with someone who might have syphilis: *Tests are* - examination of fluid of chancre; blood test (after 4-6 weeks); lumbar puncture (later stages).
Treatment:	Penicillin, or, if allergic, a substitute.	Penicillin, or, if allergic, a substitute.
Follow-up:	After treatment, have a weekly culture test until two are negative. No sexual intercourse from first suspicion until you know you're cured. Tell your sex partner(s) immediately?	Blood test one month after treatment, once every three months for a year. No sexual intercourse from first suspicion until you know you're cured. Tell your sex partner(s) immediately!
Complications if untreated:	Severe inflammation of reproductive organs. Eventual sterility. Arthritis. Blindness.	Muscle incoordination. Insanity. Blindness. Deafness. Paralysis. Death.

Reprinted with permission from **Our Bodies, Ourselves**, Boston Women's Health Book Collective (New York: Simon & Schuster, second rev. ed, 1976).

■ Rosamond Wolff Purcell

Choosing Birth Control:

Questions to Ask Yourself

by Pamela Lowry

The time for a rational approach to birth control is before the fact. Step one is to clarify your needs by posing some questions:

- Why am I using (planning to use) birth control?
- How important is it to me to avoid pregnancy?
- Under what circumstances would I be (have I been) most likely to 'take a chance' and use nothing?
- What would I do if my method failed? Would I consider an abortion? Would I continue the pregnancy to term? What would be the implications for my life and my feelings in the event of either course of action?
- Under what circumstances (if any) might I wish to become pregnant?
- To what extent do my partner's attitudes influence the kind of method I choose? Do I have a clear idea about my partner's feelings on this issue?
- How do I feel about taking medication in general?
- How do I feel about having physical control over my body?
- Would I be more comfortable with a method remote from intercourse? Or would I prefer my method to be associated with and used only at the time of intercourse?
- How predictable is the setting and timing of intercourse?
- For how long a period do I plan to use contraceptive method x?

Excerpted with permission from 'Making the Birth Control Decision: Personal Considerations' by Pamela Lowry in The Women's Yellow Pages: Original Sourcebook for Women, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).

Birth Control Methods

by Nancy Tolliver

Birth control is not a new idea, but methods and availability have changed. There is evidence women and men have been using some method of birth control for centuries. During the past fifteen years, birth control has changed from a hush-hush phrase to a common household topic in the United States.

To women, readily available methods of birth control has meant more control over their lives. We are able to make decisions concerning if, when, and where we will have children. Birth control has given us the opportunity to enrich our lives and the lives of our children.

Society still, however, has an influence on the availability of birth control. For instance, in many states, including West Virginia, it is almost impossible to get birth control pills, an intrauterine device (IUD), or a diaphragm if you are under eighteen years of age - unless you are married, have been pregnant, or have the consent of your parents or legal guardian. For poor women, or women in rural areas, obtaining birth control sometimes means waiting long hours in a clinic after traveling long distances to get there.

At another extreme, poor women and minority group women sometimes feel that they are being pressured into using birth control when they want to become pregnant.

It will take a lot of work to change these pressures and controls of society. It does help if you study and read about birth control before deciding upon a method. Never let yourself be forced into a quick decision. Taking time to plan ahead is very important.

Most of the money that has gone into developing new methods of birth control has been used to produce methods that are used by women. This has both good and bad effects on our choice of birth control methods. We can have more control over our lives and can now have choices regarding childbearing. However, it can also mean that we bear the sole responsibility for birth control, that the men with whom we have relationships are free from such concerns - as well as the sometimes dangerous side effects of present birth control methods.

Each method of birth control involves certain responsibilities on the user's part. Each has certain drawbacks. In some instances, use of a particular method can have serious - sometimes fatal - side effects. For these reasons, we must study and read about different methods before selecting one. We should carefully question medical personnel about the possible side effects of various methods and how these relate to our own medical histories. It is our right and duty to decide what is best for us. Doing so can safeguard our health for years to come.

Included here is a description of the different methods of birth control. You will need additional information if you plan to use a particular method. Ask your medical examiner for instructions.

Diaphragm and Spermicidal Jelly or Cream

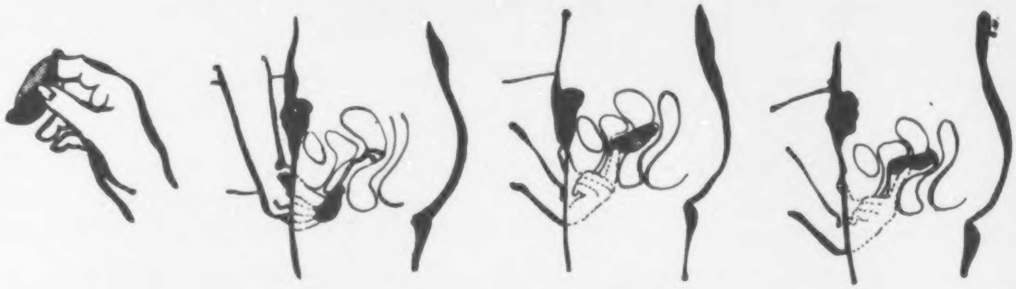
The shape of a shallow cup, a diaphragm is made of soft rubber fitted over a flexible metal rim. The diaphragm fits over the cervix in the vagina, holding a sperm-killing cream or jelly against it so that sperm cannot enter the cervical canal and pass into the uterus. Always use a contraceptive jelly or cream with the diaphragm, since its main function is to hold a spermicide in place. Use the diaphragm at all times during your cycle, even during your period, because it is possible in some cases for you to become pregnant during menstruation. (For example, this can happen to women with cycles of less than twenty-eight days.)

You will receive instructions on using your diaphragm at your doctor's office or clinic. After putting it in, always check with two fingers to make sure it is covering the entrance to your cervix. You can insert your diaphragm immediately prior to intercourse or up to two hours before having intercourse. If you wait longer than two hours before having intercourse, you must take out the diaphragm and add more spermicidal jelly or cream. A diaphragm must be left in place for at least eight hours after the last act of intercourse, since sperm can survive for several hours after ejaculation. You can leave your diaphragm in for up to twenty-four hours, if you like. If intercourse is repeated two or more times, leave the diaphragm in place and insert an applicator of spermicidal jelly or cream before each new act of intercourse. If you wish to douche, do so after the diaphragm is removed (at least eight hours after the last act of intercourse).

To care for your diaphragm, wash it in warm water with mild soap, then rinse, dry and powder it with cornstarch. (Never use talcum powder.) Store your diaphragm in its case in a cool, dry place. Check for holes by holding the diaphragm up to a light and stretching it gently. Or, fill it with water and look for leaks. You should especially check the rim, as this is where most tears and holes occur.

It is important to have the fit of your diaphragm checked every year during your annual GYN exam. Following a pregnancy, abortion, miscarriage, or the gain or loss of ten pounds or more, you should be checked by a medical practitioner to see if you

■ Alison Wampler



need a different size. Your diaphragm may turn dark from use due to chemicals in the jelly. This is nothing to worry about.

Consumers' Union *Report on Family Planning* (New York: 1966) suggests using the following spermicides, which are listed here in descending order of effectiveness: Delfen Vaginal Cream, Koromex II Vaginal Jelly and Preception Vaginal Gel. Other spermicides which can be used with the diaphragm include Ortho Creme, Ortho Gynol Jelly and Certane Vaginal Jelly or Creme. Some women and men are allergic to specific brands of cream or jelly. If an allergic reaction occurs, try using a different brand.

The Pill

The birth control pill is one of the most widely used methods for preventing pregnancy in the U.S. These pills contain synthetic versions of the hormones produced in our bodies. They alter the normal hormonal balance in the body in order to prevent pregnancy.

The most common type of birth control pill is called a combination pill. Each one contains synthetic versions of the hormones estrogen and progesterone. There are now twenty-four different versions of the combination pill on the market. They differ primarily in the amount of the hormones they contain.

Combination pills come in packages with either twenty-one or twenty-eight pills. Women using the twenty-one day variety spend every fourth week off the pill, while women taking the twenty-eight day type take one pill daily. These pills keep the body levels of progesterone and estrogen constant. Thus, ovulation, which is normally triggered by a change in hormone levels, does not occur. While taking these pills, you continue to have menstrual periods, although they may be lighter than normal. However, since an egg is not released, fertilization cannot occur.

If you use a combination pill, you should use a back-up birth control method during the first cycle to prevent pregnancy.

Another type of birth control pill available is the 'mini-pill.' Unlike the combination pills, mini-pills contain only one hormone, progesterone. The mini-pill does not prevent ovulation. Instead, it alters the mucous lining of the uterus and cervix by raising the body's normal level of progesterone. It is believed that this prevents pregnancy by discouraging the sperm from entering the uterus and hindering implantation of the fertilized egg on the uterine wall.

The advantage of the mini-pill is that it does not cause the estrogen-related side effects that can occur in women taking combination pills. Thus, women who have medical problems that prohibit them from using combination pills can sometimes take the mini-pill. However, the mini-pill has a higher failure rate - one to eight of every 100 women using this method have an unplanned pregnancy during a year of use.

Another type of birth control pill that was once used in the U.S. is the sequential pill. Unlike the combination and mini-pills,

Who should not take 'The Pill'

Women who have or have had a history of the following medical conditions should not take birth control pills: sickle cell anemia, cancer of any of the reproductive organs, migraine headaches, epilepsy, liver disease, diabetes, high blood pressure, and blood clotting problems. Women who are breastfeeding should not use birth control pills.

Risk of complications increases for women who are over thirty-five and for those who smoke.

these contain only estrogen in the first fourteen or fifteen pills of a twenty-one day cycle. The remaining pills contain both estrogen and progesterone. Like combination pills, the sequential ones prevent ovulation. However, they generally contain large doses of estrogen in order to keep the hormone level high enough to prevent ovulation. Since such uses of estrogen have been linked with serious side effects, these pills were pulled from the market in the U.S. in 1976. However, some clinics may still have supplies of sequential pills on their shelves. By law, a physician is not allowed to prescribe sequential pills unless s/he has received permission from the federal government to conduct a research study. Therefore, be sure to question any medical personnel who attempt to give you a sequential pill.

Before starting birth control pills, you should have a complete GYN exam to determine whether there are any medical problems that would interfere with your using this birth control method. You should not take birth control pills if you have a problem with blood clotting, migraine headaches, high blood pressure or varicose veins. Many doctors also maintain that you should not take the pill during the early teen years, or if you have a history of cancer or are having emotional problems or severe depression.

Birth control pills are apparently the most effective method of preventing pregnancy - other than abstinence and sterilization.

■ © Rosalyn Gerstein, *Terry and Dee, Engaged*

However, they have more side effects than other methods. Many of these side effects disappear during the first three cycles of pills. Side effects differ, depending on the type of pill you are taking and the types and amounts of hormones they contain.

Some common estrogen side effects are bloating, nausea, breast enlargement and tenderness, and heavy menstruation. Common progesterone side effects include weight gain, moodiness, depression, fatigue, breast enlargement, growth of body hair, light periods, skipped periods, and bleeding in mid-cycle.

Sometimes, switching to a different pill can eliminate side effects. If you experience leg cramps, blurred vision, severe headaches or facial numbness, call your doctor immediately. These symptoms can indicate extremely high blood pressure, leading to a stroke or the possibility of blood clots.

If you are on birth control pills and decide to become pregnant, you should quit taking the pills about three months before you become pregnant. This will give your body time to eliminate the extra hormones so that they don't affect the development of your baby.

Intrauterine Device (IUD)

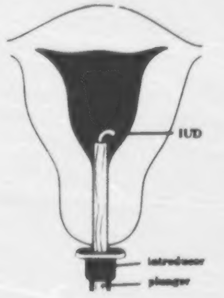
The IUD is a small plastic device (some have metal or hormones attached) that is inserted through the cervix into the uterus.

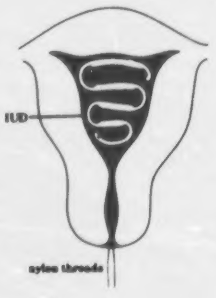
It is not known how the IUD prevents pregnancy. One theory is that the IUD prevents implantation of the fertilized egg by scraping the uterine wall. A more accepted theory is that the IUD creates a mild irritation which in turn causes an increase in the number of white blood cells present in the uterus. It is thought that these cells either immobilize and destroy sperm, or prevent implantation of a fertilized egg.

Several different types of IUDs are available. They include the Lippes Loop, Saf-T-Coil, Copper-7, Copper-T and Progestasert. The type of IUD recommended for a woman depends on the size of her uterus and her past history of bleeding and cramping during menstruation.

The IUD can be inserted by a physician, midwife or nurse practitioner. It must be inserted by a qualified medical practitioner, since there is a risk that the uterus might be torn or perforated during insertion. It is generally inserted during a menstrual period, since the cervix opening is slightly larger. This also ensures that you are not pregnant, since insertion of an IUD during pregnancy can cause you to miscarry. Moreover, if you become pregnant with an IUD in place, there is about a fifty percent chance you will miscarry. There is also a serious risk of infection. Thus, it is advised that you have an abortion if you become pregnant while using an IUD.

Once the IUD has been in place for a month or longer, it is considered ninety-five to ninety-nine percent effective in preventing pregnancy. Depending on the type of IUD, it will be effective in preventing pregnancy for one to five years. Be sure to





ask your medical practitioner how frequently your IUD must be replaced.

The most common side effects of the IUD are heavy cramping and heavy and longer menstrual periods for several months after insertion. Some women who have never been pregnant find that the IUD causes cramping and backache. Some cannot tolerate these side effects and must have the IUD removed by a medical practitioner.

There are also more serious side effects caused by the IUD. An IUD can be expelled and cause serious damage to your uterus or abdominal organs. Moreover, if the IUD is dislodged, you can become pregnant. For these reasons, you should check every week for the IUD's string, which should extend out of the opening to your cervix. You can locate the string by inserting one or two fingers into the vagina until you find the cervical opening and the string. If you cannot find the string, see your doctor immediately.

Another serious IUD side effect is infection. Some women develop pelvic inflammatory disease (PID) after insertion of an IUD. This usually happens within a few months of the insertion. Symptoms of PID include fever, mid-cycle spotting, vaginal discharge and excessive cramping. If you have any of these symptoms, get treatment quickly because the infection could spread into the fallopian tubes. If this occurs, they could become scarred, causing blockage and making you sterile. Since some women have PID but show no symptoms, most clinics and doctors ask women to return for a check-up six weeks after IUD insertion.

An IUD increases the risk of an ectopic pregnancy, in which the fertilized egg implants in the fallopian tubes. This occurs in two or three of every 100 women using IUDs. As the embryo develops, it stretches the tubes and can cause them to rupture or burst. If you miss a menstrual period while using an IUD, you should have a pregnancy test and examination.

Sterilization

Making the decision not to bear children is often difficult. For many years, women have been made to feel that if they could not bear children, they were not productive members of society. In many states, it was difficult for women to obtain sterilizations. Hospitals and doctors felt that they should set limits to 'protect women from themselves.' Some said, for example, that a woman should be sterilized only if she were married, over a certain age (often thirty-five), had at least three healthy children, and the written consent of her husband.

On the other hand, sterilizations were sometimes done without the full knowledge and consent of the woman. To prevent such abuses from happening, laws have been passed to regulate this procedure. Laws now require that women sign consent forms after their physicians have fully explained the procedure and its effects. For those women who are covered by Medicaid, the regulations are even stricter. The forms must be signed three months before the sterilization is performed. Since sterilizations are not reversible, the regulations attempt to ensure that we base the decision to have one on adequate information, after having had adequate time to think.

The most commonly used sterilization method is called a tubal ligation. During this procedure, the fallopian tubes are closed off, preventing sperm from reaching the ovum during intercourse.

A tubal ligation is usually done in a hospital, with the woman put to sleep under a general anesthesia. However, the procedure can also be done under a local anesthesia, with only a small portion of the body being numbed. The type of anesthesia used depends on the technique used for the tubal ligation.

Once anesthesia is administered, an incision is made in the woman's abdomen or vagina. (The first approach, through the abdomen, can be done under a local anesthesia; the latter, under a general one.) The doctor then locates the fallopian tubes and cuts, burns, or ties them off. Nothing else is disturbed or removed. The operation is effective immediately - no other method of birth control is needed.

A tubal ligation will generally require a two to four day hospital stay. However, this surgery can be performed immediately after childbirth, making additional hospitalization unnecessary.

More and more doctors around the state are using a new sterilization technique called laparoscopy. Nicknamed 'band-aid surgery,' this procedure is done in a hospital, but on an out-patient basis. The woman can return home the same day as the operation.

During a laparoscopy, two small incisions are made slightly above and below the navel. The abdomen is then filled with a carbon dioxide gas which allows the doctor to separate the fallopian tubes from the other organs. S/he then inserts a small instrument, called a laprascope, through one of the incisions. The laprascope, which contains several mirrors and lights, is used to locate the fallopian tubes, which are then closed off.

Sterilization by one of these techniques does not drastically change a woman's body. The ovaries are still intact and continue to produce female hormones and eggs. Menstruation occurs as before. However, since the passageway to the uterus is closed, the eggs disintegrate and are absorbed by the body. Since the sperm are not able to reach the egg, pregnancy cannot occur.

Sterilization does not affect our ability or desire to have intercourse. Instead, many women find their enjoyment of sex is enhanced once they no longer fear an unwanted pregnancy.

Less Effective Methods

Foam (spermicidal jelly or cream)

Foam is a white aerosol cream which contains an effective sperm-killing chemical. It comes in a can with a plunger-type plastic applicator. Spermicidal jelly comes in a tube with an applicator. Both are more effective when used with a condom (rubber). Before applying, shake the can fifteen to twenty times. Insert two applicators of foam deep into the vagina at the entrance to your cervix. Insert foam no more than one-half hour before intercourse. Foam is more effective as a contraceptive if used less than fifteen minutes before intercourse. Use foam before each act of intercourse. If intercourse is delayed or repeated, remember to insert additional foam. After intercourse, insert a tampon so the foam will remain in your vagina for eight hours, since sperm can live for several hours. If you wish to douche after using foam, wait eight hours after your last act of intercourse before doing so.

Foam can sometimes irritate the skin of the male or female sex partner. If an allergic reaction occurs, try using a different brand. Foam can be purchased in a drugstore without a prescription. A medium-sized can contains about twenty applications.

Vaginal suppositories*

A new birth control technique is the vaginal suppository. The suppositories are tablets which contain spermicidal chemicals similar to those contained in contraceptive foams. When one of these tablets is placed against the cervix, it dissolves, creating a barrier which kills sperm and prevents them from entering the uterus.

Encare Ovals were the first vaginal suppository on the market. The manufacturer initially stated in advertisements that the suppositories are as effective as birth control pills in preventing pregnancy. However, a review panel of the U.S. Food and Drug Administration later discredited this claim, and a second study by the manufacturer, Ortho Pharmaceutical Company, found Encare Ovals slightly less effective than contraceptive foams in preventing pregnancy. That research found that, of every 100 women using this form of birth control, 15 will become pregnant.

This section written by Susan Read.

The chief advantages of this method are that the suppositories can be purchased without a doctor's prescription and do not cause the harmful side effects of some other birth control methods. However, it is not a good method for women who must not become pregnant.

If you use this method, be sure to insert the tablet at least ten minutes before intercourse, so that it has time to dissolve. If the tablet does not dissolve completely, it will be less effective. Some women insert another tablet after intercourse, then put in a tampon to hold in the spermicides. Be sure to leave the tablets in for at least eight hours following intercourse, since sperm can survive that long. Do not douche during that time. To increase your protection against pregnancy, you may want to have your partner use a condom.

Breastfeeding

Breastfeeding is not a reliable method of birth control.

Many women who are breastfeeding completely (that is, the baby has no other nourishment than milk directly from the breast) will not ovulate for several months following delivery. In fact, some women who nurse completely for the first six months and continue to nurse into the second year of the baby's life may not ovulate for six, twelve, or even eighteen months, because complete breastfeeding suppresses ovulation.

The problem with breastfeeding as a birth control method is ovulation can occur before your first post-partum menstrual period. You should therefore use some method of birth control while breastfeeding to ensure that you do not become pregnant. Birth control pills should be avoided by nursing mothers because they decrease the milk supply and pass along hormones to the baby through the milk.

Natural Methods

The natural methods of family planning rely on daily observation of signs that occur normally in every woman and reflect the hormonal changes related to the menstrual cycle. You can learn to interpret these signs and recognize the fertile and infertile phases of the cycle. There are several different natural family planning techniques: the ovulation method, the basal body temperature method, calendar rhythm, and the sympto-thermal method. The natural methods of family planning enable a couple to control their fertility without the help of artificial devices. These techniques can be used to plan or postpone a pregnancy; however, they do call for motivation and personalized instruction.

Ovulation Method: A woman using the ovulation technique determines her fertile and infertile days by evaluating the mucous secretions of her vagina. This is the only natural method which is truly useful for breastfeeding or premenopausal women, because it can be used by any woman, whether or not her cycle is

**This section written by Nancy Botkin. For more information on natural family planning techniques, contact her at 3818 Crede Drive, Charleston 25302; 342-1997.*

regular. Most women recognize changes in their mucous discharge patterns. For example, women who are dry during the rest of their cycles will have a discharge during ovulation, and women who normally have discharges throughout their cycles will notice changes in color and consistency during ovulation. After receiving instruction in this method, women can keep track of these changes in order to pinpoint ovulation.

Basal Body Temperature Method: The temperature method depends upon the identification of the rise in basal body temperature which occurs at the time of ovulation as a result of the elevated progesterone level.

The resting body temperature varies from person to person due to many factors, including, in women, the phases of the menstrual cycle. When using this method, a woman takes her temperature at the beginning of each day, before she gets out of bed. (If her rest has been interrupted - for instance, if she got up to tend a child or go to the bathroom - she must wait to take the temperature until she has rested for three hours.) She plots these temperatures, taken at 24-hour intervals, on a graph. The rise in temperature which occurs at the time of ovulation divides the menstrual cycle in its preovulatory and postovulatory phases.

The drawback of this method is that it cannot predict when ovulation will begin, because the rise in temperature occurs after ovulation has occurred. Therefore, women who use this method as a means of birth control must be willing to abstain from intercourse from the end of their menstrual periods to the postovulatory phase. However, a study by the World Health Organization in 1967 showed that this method is 98.2 to 98.6 percent effective for those women who use it correctly. With an instructor's help, women can learn to chart their temperatures and pinpoint ovulation on their own within one to three months.

Sympto-Thermal Method: The sympto-thermal method is a combination of observation of the basal body temperature method and the physical signs accompanying ovulation. These signs include discomfort, spotting, breast sensitivity, mucous secretions and mood change.

Calendar Rhythm: Calendar rhythm uses mathematic calculations to determine the probable time of ovulation, based on the length of the woman's past menstrual cycles. It is not based upon signs related to hormonal activity. Only women with normal and regular cycles should use this method.

Methods for Men

Condoms

A condom (also known as a rubber or prophylactic) is a sheath, usually made of latex or rubber, designed to fit over an erect penis to keep semen from entering a woman's vagina. Condoms used alone are not completely effective. For more effective birth control, they should be used in conjunction with a contraceptive foam, which contains sperm-killing chemicals.

Most condoms come prerolled in a foil package. If not, they should be rolled before use, leaving one-half inch unrolled at the closed end. Brands that have a nipple at the closed end to catch the semen are less likely to burst from the force of ejaculation.

Unroll the condom on the erect penis, leaving the nipple or closed end free. Squeeze the nipple or extra half-inch while unrolling the condom so air will not be trapped in it. The condom should be put on before intercourse, not just before ejaculation, since long before ejaculation the man may discharge a few drops of semen containing enough sperm to make you pregnant.

It may be necessary to use a lubricant with the condom. Contraceptive foams and jellies and K-Y Jelly are good lubricants. Do not use vaseline as a lubricant - it can destroy the condom.

When withdrawing the penis from the vagina after intercourse, it is necessary for the man or woman to hold the upper part of the condom tightly against the penis to prevent it from slipping off the penis and spilling semen into the vagina.

The condom is the most effective nonprescription method of birth control and is available at most drugstores. It is the only effective temporary method of birth control available to men. If you decide to rely on condoms as a birth control method, you should purchase your own supply so one will be available in the event your partner forgets his.

Vasectomy

Sterilization for a man is shrouded by many cultural myths and social pressures. Some men fear they will lose their sexual desire or potency if they are sterilized. However, studies show that vasectomy has no effect on sexual intercourse. The male hormone, testosterone, continues to be produced after surgery. The man is still able to produce seminal fluid and this continues to be ejaculated during intercourse.

During a vasectomy, the tubes (vas deferens) through which sperm normally travel are cut. Since sperm cannot pass through the tubes, they are absorbed into the man's blood stream.

Some sperm may already be mixed wtih the seminal fluid before the vasectomy is performed. These sperm will continue to be ejaculated during intercourse for several weeks after the vasectomy. Therefore, some other method of birth control should be used until a doctor finds that the seminal fluid no longer contains sperm.

Withdrawal

Withdrawal is a very unreliable method of birth control. Using this method, the man withdraws his penis from the vagina before he ejaculates. Since a man releases some semen prior to ejaculation, a woman can easily become pregnant when withdrawal is used as a birth control technique. ■

Gynecology and Family Planning Resources

Local Agencies

Planned Parenthood Association of Parkersburg, Inc.
700 Ann St, Parkersburg 26105
485-1184

Planned Parenthood is a nonprofit social service and health education agency concerned with family planning. Services include free counseling and referrals for birth control, abortion, sterilization, venereal disease treatment, infertility treatment, adoptions and problems related to sexuality.

West Virginia Family Planning Hot Line
1-800-642-8522 (toll-free)
348-4042 (Charleston area residents)

Run by the state's Health Department, you can call to get answers to your questions about birth control, pregnancy testing, abortion, sterilization and family planning clinics.

Publications

Birth Control Handbook
Montreal Health Press, Inc.
P.O. Box 1000
Station 6, Montreal
Quebec, Canada H2W 2N1

Excellent discussion of birth control methods and how they work, including the relationship of birth control to its use in society. Individual copies up to ten free. Include $.50 for postage.

Contraceptive Technology
Robert A. Hatcher et. al.
Irvington Publishers, Inc.
551 Fifth Ave, New York, NY
$2.95 (paperback)

Probably the best analysis of modern contraception ever written. However, book is somewhat heavy with technical language. Distributed by Halsted Press, a division of John Wiley and Sons.

The Doctors' Case Against the Pill
Barbara Seaman
Peter H. Wyden, Inc.
New York, NY. 1969

Recommended for its analysis of the dangers of the pill.

The Medical Hazards of the Birth Control Pill
Child and Family Quarterly
P.O. Box 508, Oak Park, IL 60303

This booklet documents problems caused by the pill and the insufficient research done before the pill was marketed. Though dated, this booklet is eye opening, even for the 'well informed.' $1.

Menstruation
Hilary C. Maddax
Tobey Publishing Co.
New Canaan, CT, 1975.
$5.95 (paperback)

Practical guide discusses effect of menstruation on women's lives, daily care, and prevention as well as treatment of menstrual problems.

Our Bodies, Ourselves
Boston Women's
Health Book Collective
Simon and Schuster, New York, NY, 1976. rev. ed, $4.95 (paperback)

Probably the best book on women's health. Subjects include sexuality, birth control and abortion, childbirth, and menopause. Comprehensive, informative, and sensitively written. Fast becoming a classic on the subject. Forty percent discount to health agencies who can not afford the retail cover price.

Vaginal Health
Carol V. Horos
Tobey Publishing Co.
New Canaan, CT, 1975.
$2.95 (paperback)

This book discusses wide variety of problems ranging from common minor infections to venereal disease.

Women's Health Care: Resources, Writings and Bibliographies
Belita Cowan
556 Second St, Ann Arbor, MI 48103

Essays on nineteen women's health topics, and a directory of resources, publications, and health groups. Highly recommended. Available directly from author for $4. ■

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- The Eds.

Coping with an Unplanned Pregnancy

by Nancy Tolliver

If you suspect you are pregnant and are concerned about the pregnancy, you do have alternatives. The first step is a pregnancy test and pelvic examination. This will give you the basic information you need before proceeding any further.

Where to get a pregnancy test and examination

The pregnancy tests used today detect the presence of HCG (human chorionic gonadotrophin), a hormone which is released by a woman's body during the early stages of pregnancy. There are several different tests to detect HCG.

If there is a physician or clinic you normally go to, call and make an appointment for a pregnancy test as soon as possible. The test's cost will range anywhere from $3 to $20. Most hospital laboratories can do pregnancy testing, but usually will do the test only if your physician has ordered it. You can get a pregnancy test without a doctor's prescription at Women's Health Center of West Virginia, Inc, in Charleston; Wheeling Medical Services, Inc; and the following abortion alternatives offices: Birthright Services, Inc, in Huntington; Lifeline of Charleston, Inc; Birthright of Morgantown, Inc; and Abortion Alternatives: Life Emergency Services, in Wheeling.

Most pregnancy tests use a sample of urine. Depending on the type of test and the individual woman's cycle, these tests can detect the presence of HCG in the urine 35 to 42 days after the last menstrual period. These tests are most accurate when run on a specimen from the first urine of the day. If you are having such a test done, place some urine from your first urination of the day in a jar. Any small container can be used, as long as it is absolutely clean. Do not use an aspirin bottle, however, since aspirin residue can cause a false positive reading. If it will be several hours before the test is run, refrigerate your urine specimen.

A new pregnancy test has been developed which can detect the presence of HCG in the blood. Called 'beta submit' (beta submit HCG radio-immunossay), this test can generally detect pregnancy earlier than a urine test. It is accurate anywhere from ten days after conception to five days after the first missed

Pregnancy Testing Clinics

These clinics and offices offer confidential pregnancy testing without a doctor's prescription.

CHARLESTON:

Lifeline of Charleston, Inc.
1033 Quarrier St, Charleston 25301
346-9779

An abortion alternatives office, Lifeline offers free pregnancy tests to its clients.

Women's Health Center
of West Virginia, Inc.
3418 Staunton Ave. SE
Charleston 25304
344-9834

Pregnancy tests cost $3.

HUNTINGTON:

Birthright Services, Inc.
418 8th St, Huntington 25701
523-1212

Free pregnancy testing.

MORGANTOWN:

Birthright of Morgantown, Inc.
364 High St, Room 205
Morgantown 26505
296-0277

Free pregnancy tests.

WHEELING:

Abortion Alternatives:
Life Emergency Services
Medical Tower Bldg.
12th and Main Sts, Wheeling 26003
232-5400

Free pregnancy tests.

period. Unlike the urine tests, there are no special steps you should take before having the 'beta submit.'

A visit to a clinic or a physician's office may mean traveling a long distance. If so, you may want to run your own pregnancy test. Home pregnancy tests are now sold in many drugstores and can be purchased without a doctor's prescription. They cost about $10. When running one of these tests, it is important to follow the instructions, as the test results will be inaccurate if you do not. If you have any questions about the test results, you can have a second test done through your clinic or physician. ■

Wheeling Medical Services, Inc.
600 Riley Bldg, Wheeling 26003
233-7700
Pregnancy tests cost $3.

Single Parenthood: Having The Baby And Keeping It

Caring for a child is never easy and almost always means a drastic change in the parent's lifestyle. These changes are even more significant for the single parent. Therefore, if you are considering this option, you should talk it over with a qualified counselor who can give you a realistic picture of what to expect. One place you can consult is the Children's Home Society of West Virginia, which maintains branches around the state. Check with the Charleston office (346-0795) or directory assistance for the one closest to you.

The counselor you see should talk to you about your own circumstances and provide you with information about the programs available to assist single parents. Take time to investigate them and think about your future while making your

■ © Rosalyn Gerstein, *Grandmother, Grandchild, and Mother, Age 16* decision. Single parenthood begins with the baby's delivery. You are taking on a responsibility that will continue for at least 18 years, and you must prepare for it.

It is important to receive good health care during your pregnancy. Some women see private obstetricians for their prenatal care. However, there are also many prenatal clinics and childbirth classes offered around the state. Your county health department can refer you to one near you *(see listings of Community Medical Services under Health Resources in this chapter)*.

If you have a limited income, you should contact the Welfare Department. If you qualify, you can obtain Medicaid to pay for your prenatal care, and following delivery, your child's. In addition, women on limited incomes can obtain prenatal care and food supplements through the federal Women, Infants and Children Program. *(See Childbirth Resources in this chapter; also listings in Food and Nutrition chapter.)* If you still need assistance after your child is born, the Welfare Department provides a wide range of services, including financial help, nutritional aid, housing, child care and employment services. Visit the office in your area to see if you are eligible for any of these services.

There are several alternatives if you haven't finished high school and wish to continue your pregnancy. You may continue to attend the high school in your area, or in some counties, you can arrange to have a teacher visit you at home. Some school systems offer special programs to teen-age mothers which include instruction on caring for themselves and their children. Contact your Board of Education for more information.

The abortion alternatives group in your area can be an invaluable aid for a single mother. Since they are committed to providing women with alternatives to abortion, you can seek emotional support from them. Such groups will also provide financial support, ranging from help with medical bills to providing clothes for you and your baby.

Raising a child is never easy. Babies are not miniature adults. They require constant love and attention for the first few years of life. If you find that the problems involved are too great for you, you should consider one of the other alternatives - for your sake and that of your baby. ■

Publications on Single Parenthood

Listings partially excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).

The Future of the Family
Louise Kapp Howe, Ed.
Simon & Schuster, New York, NY,
1972. $3.95 (paperback)

A collection of articles which reassesses the roles and problems of working class mothers, divorced mothers, fathers, and families living in communal situations.

The Growth and Development of Mothers
Angel Barron McBride
Harper and Row, New York, NY,
1973. $1.25 (paperback)

A discussion of the tensions and conflicts faced by women and children.

Keeping Yourself Together: A.T.A. Primer for the Single Parent
Kathryn Hallett
1005 Dunn Rd.
St. Louis, MO 63031

Based on the author's experience with divorce and her training in transactional analysis, Gestalt and psychodrama, the book focuses on the problems of parents who have undergone a change in their lifestyles. Write to the author (at the above address) for more information on this and other books she has written about single parents.

Momma: The Sourcebook for Single Mothers
Karol Hope and Nancy Young, Eds.
Plume Books, New York, NY,
1976. $3.95 (paperback)

Interviews and articles by and for single mothers cover every conceivable situation a single mother could face. Practical advice about divorce proceedings, work, and welfare are balanced by personal accounts of adjusting to single parenthood. Highly recommended.

The Single Parent Experience
Carole Klein
Asker and Co, New York, NY,
1973. $1.95 (paperback)

This book deals with a wide range of problems faced by the single parent. Naming the child, the legal rights of the natural father, adoption and day care are among subjects discussed. Bibliography included.

Organizations and Services

National Alliance Concerned with School-age Parents (NACSAP)
7315 Wisconsin Ave.
Bethesda, MD 20014
301-654-2335

This is a national alliance of organizations that offer services such as medical help, career and emotional counseling for pregnant adolescents and their families. You can contact this office for the names and addresses of any school-age parent programs in your area.

National Pregnancy Hotline
P.O. Box 73, Clovis, CA 93612
1-800-344-7211 (toll-free)

Referrals to an abortion alternatives group in your area.

CABELL COUNTY:

Birthright Services, Inc.
418 8th St, Huntington 25701
523-1212

Free pregnancy testing, confidential counseling and referral. Services are free. Open Tues. and Sat, 10 am-1 pm.

KANAWHA COUNTY:

LifeLine of Charleston, Inc.
1033 Quarrier St.
Charleston 25301
346-9779

Free pregnancy testing, confidential counseling and referral. Services are free. Open Tues, Thurs, and Sat, 10 am-1 pm.

MONONGALIA COUNTY:

Birthright of Morgantown, Inc.
364 High St, Rm. 205
Morgantown 26505
296-0277

Free pregnancy testing, confidential counseling and referral. Services are free. Open Mon.-Sat, 10:30 am-1:30 pm.

OHIO COUNTY:

Abortion Alternatives: Life Emergency Pregnancy Services
Medical Tower Bldg, 12th &
Main Sts, Wheeling 26003
232-5400

Free pregnancy testing, confidential counseling and referral. Services are free. Open Wed. 10 am-4 pm, and Sat, 10 am-1 pm. ■

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- The Eds.

Adoption

You may feel that you want to continue the pregnancy but are unable to care for a baby at this time and would like to have your baby placed for adoption with a family that can give the love and care you want him/her to have. Such a decision is never easy. You may experience a feeling of loss for the rest of your life. If you choose this option, you should receive supportive counseling to help you prepare for and deal with this feeling.

If you are considering this option, you should contact the Children's Home Society (CHS) of West Virginia *(see listings of Adoption Agencies in this chapter)*. Although CHS counselors are trained to counsel pregnant women on all options, they specialize in adoption cases. If you decide to give up your child, CHS will assign a counselor to you throughout your pregnancy. You will be given the opportunity to help select the family who will raise your child, and will be given any information about them you request except their name and address. You will be able to reconsider your decision at any stage of your pregnancy.

By law, a mother cannot sign adoption papers giving up her child until seventy-two hours after delivery. This ensures that you have one more opportunity to reconsider your decision. If by the end of that time you are unsure, you can have the child placed in foster care. You then have the option of getting the child back at anytime, a right you lose once you sign an adoption release. Since you cannot appeal the release after it is signed, it is very important that you are sure of your decision before you sign the papers.

A new state law requires that both the child's father and mother sign the adoption release. If obtaining the father's signature is a problem, you may need to obtain a court order to permit the adoption. ■

Maternity Home

Florence Crittenton
Home of Wheeling
2606 National Rd, Wheeling 26003
242-7060

The Crittenton Home offers counseling, LaMaze childbirth preparation, prenatal care, and adoption services, and housing for pregnant women who need a place to stay.

Adoption Agencies

Children's Home Society
of West Virginia (CHS)
1118 Kanawha Blvd. East
P.O. Box 2942, Charleston 25330
346-0795
also at: First Tyler Bank Bldg.
Sisterville 26175
657-2800
203 Monongalia Bldg.
Morgantown 26505
296-4796

Abortion

Getting a medically safe abortion in West Virginia used to be very difficult, especially if you were not rich or did not have 'connections.' Now there are several places you can go for an abortion which is legal and safe and performed by a licensed physician. *(See listings under Where to Go for an Abortion in West Virginia in this chapter.)*

If it is more than fourteen weeks since the first day of your last menstrual period, you will probably find it impossible or at least financially difficult to get an abortion in West Virginia. If you have health insurance which includes maternity benefits, it will more than likely cover abortion costs. Past the tenth week, it may be cheaper to travel out of state for the abortion. For referral to an out-of-state clinic, call the National Abortion Federation's toll-free hot line: 1-800-223-0618, or call Women's Health Center of West Virginia in Charleston, 344-9834, or Wheeling Medical Services, 233-7700.

At the present time, the Welfare Department is under a court order to pay for abortions for women who qualify. Check with either the Women's Health Center (344-9834) or Wheeling Medical Services (233-7700) for information if you are a Medicaid patient.

Your medical history is an important factor in where you should go for an abortion procedure. Some clinics advise that you go into a hospital if you have had a Caesarian Section, asthma, heart disease, diabetes, kidney failure, severe bleeding or clotting problems, epilepsy, high blood pressure, or are severely overweight. All of these conditions increase your chances of having complications.

Clinics which are set up to do abortions generally cost less than hospitals and have counselors who offer patients individual attention and support. On the day of the abortion procedure, you will spend about five hours at the clinic if you are twelve weeks pregnant or less. Be sure the procedure is explained completely and all your questions are answered.

How far along your pregnancy is will determine which abortion procedure is used. The further along the pregnancy, the greater the risk involved in the abortion.

Vacuum aspiration is the procedure most commonly used if you are fourteen weeks along or less. After a preliminary medical screening, physical exam, and blood and urine tests, the woman is generally given a local anesthesia. This numbs the opening (cervix) to the uterus. The cervix is then dilated (opened) a little more - just enough to insert a tube which is connected to the suction (vacuum) machine. The contents of the uterus are removed by suction. The entire procedure takes only a few minutes. Some women have cramps, which last from a few minutes up to thirty minutes. This procedure is the least traumatic method of abortion and is far less risky than continuing a pregnancy to full term.

Abortion Rights Organizations

(See also listings for Women's Health Advocacy in this chapter.)

American Civil Liberties Union Foundation
22 East 49th St.
New York, NY 10017

The Foundation publishes the Abortion Clinic Directory which lists abortion services throughout the U.S. $.50

Association for the Study of Abortion
120 West 57 St.
New York, NY 10019
212-245-2360

Clearinghouse of information on abortion. A quarterly publication, free reprints of articles on abortion, and a bibliography available. Films on abortion rent at no charge to TV stations and community groups.

Catholics for a Free Choice
515 Madison Ave.
New York, NY 10022
212-541-7939

National organization of practicing Catholics lobbies against all restrictive abortion and contraceptive state laws.

National Abortion Rights Action League (NARAL)
706 7th St, SE
Washington, DC 20009
202-546-7800

The goal of NARAL is to ensure all women in the U.S. the right to choose a safe, legal abortion. The organization is involved with political lobbying on the national and state levels, and public education through newsletters and other publications. Membership fees, $10. ■

Listings excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).

The saline and prostaglandin abortion procedures are done between the fourteenth and twenty-second week of pregnancy. They differ mainly in the solution which is used to induce the abortion. Saline is a salt solution; prostaglandin is a hormone solution. Either can be injected through the abdominal wall into the uterus. The solution causes the uterus to begin contracting and the cervix to open. After several hours, the fetus is expelled through the vagina. Usually this process is shorter than childbirth labor. Normally it does require a hospital stay of from one to three days and is therefore much more expensive than a vacuum aspiration procedure. The cost ranges from $400 to $800.

A hysterotomy is major surgery. During a hysterotomy, the fetus is removed by surgically cutting through the abdominal wall and into the uterus. This procedure is performed on women who have serious medical problems which make it dangerous for them to undergo saline abortions. These conditions include severe heart problems and high blood pressure. If a hysterotomy is performed, any future pregnancies must be delivered by Caesarian Section. The hospital stay for a hysterotomy is about seven days. Therefore, this procedure usually costs more than $1,000. ■

Where To Go For An Abortion in West Virginia

Abortions are performed at hospitals around the state. However, to have one done in one of these hospitals, you must go through one of the private physicians who perform the procedure.

There are two women's health clinics in West Virginia that perform abortions as part of their services. To schedule an abortion, you should contact one of these clinics for an appointment. Since both are clinics rather than hospitals, they do not perform abortions on women with certain medical conditions that might cause complications during the procedure. These include a history of anemia, asthma, diabetes, epilepsy, heart trouble, hypertension and rheumatic heart fever.

Prices, procedures and services are similar at the two clinics. Both perform abortions during the first ten weeks of the pregnancy only. Fees are now about $180, which include the initial examination, a follow-up visit and birth control counseling. ■

Women's Health Center of West Virginia Inc.
3418 Staunton Ave. SE
Charleston 25304
344-9834

Wheeling Medical Services, Inc.
600 Riley Bldg, Wheeling 26003
233-7700

Choosing an Abortion Clinic:
An Evaluation Checklist

by Viv Sutherland

☐ Is the clinic easy to get to?

☐ Is it clean and pleasant inside? Comfortable?

☐ Does it provide counseling, automatically or on request of the patient? Who acts as counselor? Are counselors experienced?

☐ Are there any women doctors on the staff? Black staff members?

☐ What are the fees? And does the clinic make arrangements for payment? Is a follow-up visit extra? Does the clinic take insurance?•

☐ What are the follow-up services?

☐ Can I bring a friend along?

☐ How long will it take to get an appointment?

☐ Do I have to have proof of age? Parental consent?

☐ Is a detailed medical history taken?

☐ Are the necessary tests done at the clinic for pregnancy, RH factor, and venereal disease? Are a urinalysis, blood test, Pap smear taken? What does the preoperative exam include? Is blood pressure taken? Are heart, lungs, and pelvis examined? Are these tests included in the total cost of the abortion?

☐ Do they provide birth control information? Devices? At what cost?

☐ Are there birth control counselors? Who trains them?

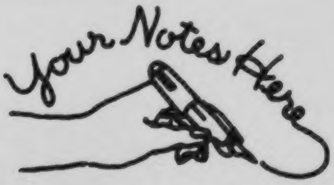
☐ Will the clinic provide a Rhogram injection? (Rhogram is given to prevent complications if your blood type is RH negative and the man's is RH positive.)

☐ Who pays the hospital if anything goes wrong?

☐ What medication will I be given?

☐ How long will I be at the clinic?

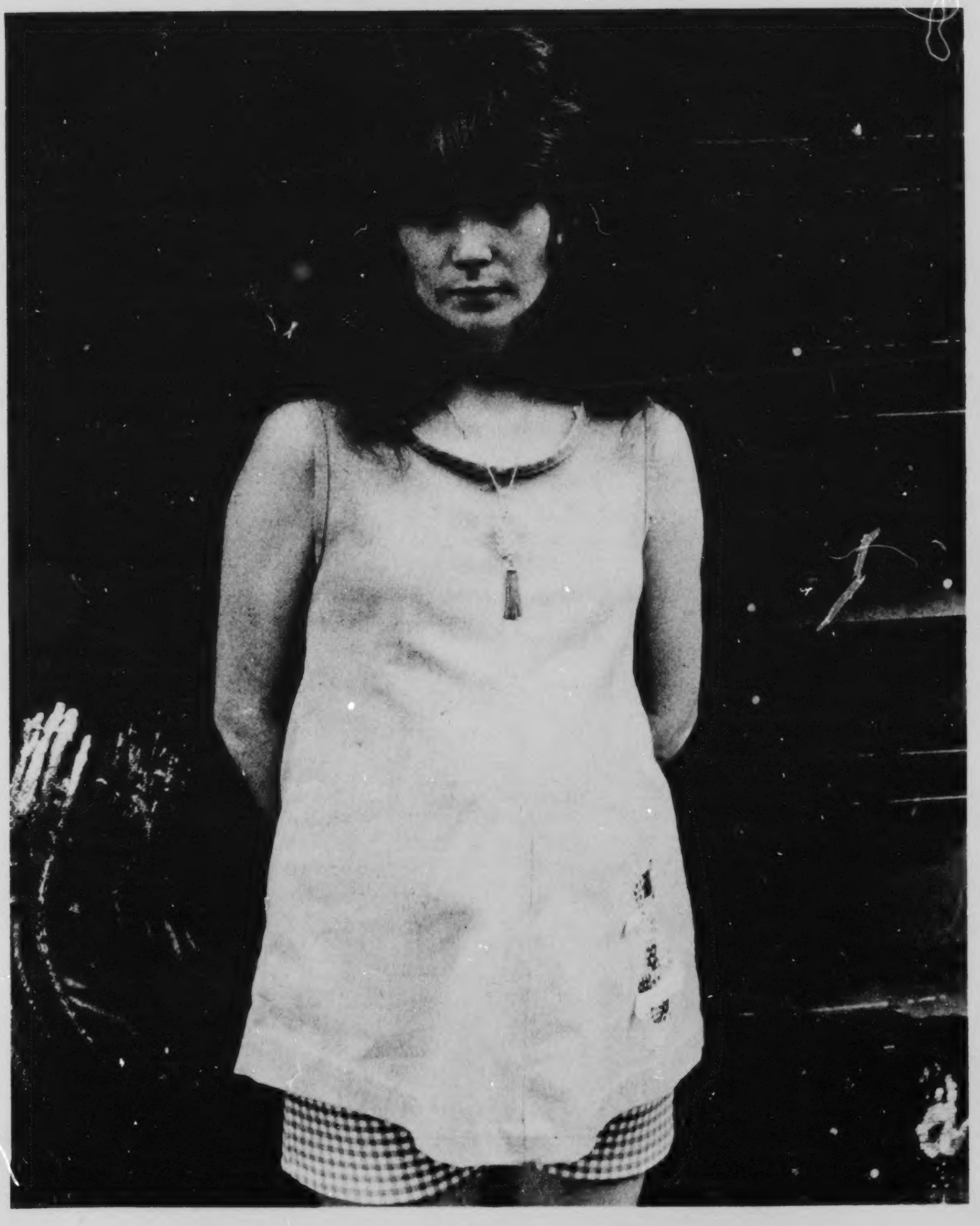
☐ If I'm over twelve weeks pregnant, will the clinic refer me elsewhere? ■



• *Note: Payment for an abortion is usually by cash and in advance. A private clinic may accept payment through Blue Shield. There should not be a hassle regarding your insurance company's 'determination' of whether or not you 'need' an abortion.*

Reprinted with permission from The New York Women's Yellow Pages, Carol Edry, Ed. (New York: St. Martin's Press, 1978).

■ Wendy Ewald



Waiting on Baby

by Sandra Bowles

Pregnancy represents a milestone in a woman's life. Without question, it is a stressful time requiring a great deal of adaptation. Even when we are happy about our pregnancies, they still bring changes in our lives and bodies that are unexpected and surprising.

How we react to pregnancy is determined, in part, by our life experiences, maturity, social and economic situations, lifestyle, cultural influences, relationships and hormonal changes. It is perfectly normal for us to have both positive and negative feelings about being pregnant. All women experience increased anxiety and tension during pregnancy. And, even when a pregnancy is something we have worked and planned for, it is natural to sometimes feel some degree of resentment about this intrusion in our lives and the changes it brings.

Expectant mothers face real fears. We may worry about the discomforts of labor. We fear the birth of an unhealthy baby. We need to find a support system - people we can confide in and depend upon to help us work through our feelings and fears; people who will help us build an emotional environment that will aid us as we await the birth of our babies and prepare for motherhood. We may find that support within our families, from our mothers, grandmothers, sisters and aunts, or we may find it in new settings - from friends and other pregnant women.

Body Changes During Pregnancy

Reproductive system

Usually the first hint of pregnancy is a missed period, although this is not a sure sign that you are pregnant. When the egg (ovum) is fertilized, it imbeds in the uterus and menstruation does not occur again until several weeks or months after delivery of the baby.

As the baby develops, its body is protected and cushioned by a tough membrane filled with amniotic fluid. The baby is nourished by the mother's body through the placenta. This organ develops as the baby grows and is attached to the mother's uterus. Blood from the baby flows throught the umbilical cord to the placenta. The placenta releases the baby's waste products into the mother's bloodstream and delivers nourishment to the baby through the umbilical cord. There is no mixing of the baby's and the mother's blood, although certain drugs, gases, and bacteria can cross the placental barrier and affect the baby. The placenta is expelled following birth of the infant as the 'afterbirth.'

As your pregnancy progresses, your uterus expands and its muscular walls become thicker and heavier. The top of the uterus can be felt as it rises out of the pelvis and fills the abdomen. It continues to push upward until the last few weeks of pregnancy when the baby 'drops' and the uterus is a little lower. 'Dropping' occurs when the baby's head begins to move into the mother's pelvis prior to labor.

Throughout pregnancy, painless uterine contractions occur periodically. These are felt as a gradual tightening and then relaxation of the uterus. In the latter weeks of pregnancy, these sensations, which are called Braxton-Hick's contractions, can be strong enough to be confused with true labor contractions.

During pregnancy, the blood supply to the vagina or birth canal is increased. There is increased vaginal discharge which can be profuse and annoying. However, this is a natural protective mechanism and should not be washed away by douching. Douches should *never* be used during pregnancy unless recommended by your physician. Vaginal infections (a thick, irritating discharge - *see Vaginal Infections in this chapter*) should be reported to the doctor so treatment can be started to alleviate discomfort and prevent the development of thrush in the newborn.

Breasts

Many women experience changes in their breasts early in pregnancy. These may be characterized by sensations of tenderness and tingling. As the weeks go by, the breasts increase in size. Blood vessels enlarge and may be seen as bluish lines under the skin. The nipples become more prominent or erect and the pigmented or dark part of the breast surrounding the nipple becomes broader and darker in color. About halfway through the pregnancy, a thin, yellowish fluid may be released from the breasts. This is called *colostrum* and will serve as the first nourishment for the new baby if the mother chooses to breastfeed.

If you decide to breastfeed your baby, you will probably have more success and experience less discomfort initially if you prepare your breasts beforehand. This preparation should begin during the last two or three months of pregnancy. Nipple care and exercise is very important.

The nipples should be washed daily with clear water and a soft cloth. Soap is to be avoided as it removes protective oils from the tissue. Gentle stretching or pulling on the nipple will make them more elastic. Nipple rolling, in which the nipple is held between the extended thumb and forefinger and rolled or massaged, will make nursing your baby easier. This exercise should be practiced eight to ten minutes, two times a day. Exposing the nipples to the air will help toughen the tissue.

Breast massage, which can help to prepare you for nursing, is done by cupping the breast in your hands with the thumbs above and fingers below and gently exerting pressure down and over the breast toward the nipple. Whether the mother will be breastfeeding or not, she should wear a supportive bra to protect the enlarged breasts.

Digestive system

'Morning sickness,' which can occur at any time of day, is an early symptom of pregnancy. It can occur as early as two weeks after the first missed menstrual period and for most women disappears after two or three months. Relief can be obtained by eating a slice of toast or a few crackers. Some women find a small glass of orange juice helpful.

Heartburn or indigestion is a common complaint during pregnancy. It is caused by a combination of pressure on the stomach from the enlarged uterus and the production of certain hormones which causes relaxation of the stomach openings. Discomfort occurs when gastric juices are forced up into the esophagus. Drugs such as Maalox, Amphajel, or Gelusil, taken as directed, may be helpful. Baking soda should never be used by the pregnant woman, particularly those who must limit their salt intake. Small meals, taken five or six times during the day, may cause less discomfort than two or three larger meals.

During pregnancy, the gums may become swollen and spongy and bleed easily. This condition is due to hormonal changes and clears up after delivery of the baby. During this time, the use of dental floss and a soft toothbrush will decrease gum irritation. Mouthwashes can help keep the mouth cleaner and fresher. You may also experience increased salivation.

The increased size of the uterus can exert pressure on the intestines, causing constipation during pregnancy. Increasing your intake of fluids can help alleviate this problem. Two to three quarts of fluids, including water, juice, soups, jello, or other beverages, will help to keep the bowel movement soft. Exercise, particularly walking, is also helpful. A glass of prune juice or a serving of stewed prunes daily may relieve constipation. If these measures fail, the doctor can prescribe a mild stool softener.

Hemorrhoids can be terribly uncomfortable during and after pregnancy. If they occur during pregnancy, they usually subside after delivery. In the meantime, spending fifteen to twenty minutes in a warm tub of water three or four times a day can relieve some of the discomfort. Preventing constipation is also advised.

Weight gain is generally limited to about 25 pounds during pregnancy. Of course this figure may vary with the physician, and certainly it will vary with the woman's weight and height prior to conception. Dieting during pregnancy is not advisable as essential nutrients may not be available for growth and development of the baby. However, it is not true that a pregnant woman must 'eat for two.' Few additional calories are needed for a normal pregnancy, and weight gained in excess of 20 to 25 pounds is often difficult to lose.

Urinary system

Many changes occur in the function and structure of the kidneys and urinary tract during pregnancy. An increased amount of blood is filtered through the kidneys, producing more urine. This is particularly true when you lie on your side, and is one reason your doctor may advise you to stay in bed if you are experiencing certain complications. It is also one of the reasons you may need to get up to urinate several times each night. In addition, the enlarging uterus increases the pressure on the bladder and causes you to feel the need to empty your bladder more frequently. This is particularly true in the early weeks of pregnancy when the uterus is still low in the pelvis and occurs again a few weeks before delivery.

If urination is accompanied by burning, itching, or pain, you may have a urinary infection. You should see your doctor immediately. Urinary tract infections during pregnancy are not uncommon, and should be treated promptly. Pain in the lower back should also be reported.

Skin

Many, but certainly not all, women experience skin changes during their pregnancy. 'Stretch marks' may appear on the abdomen, thighs, buttocks, and breasts. It is thought these occur because of hormonal changes occurring during pregnancy. There is no known way to prevent their development.

Frequently, women enjoy a clear and radiant complexion known as the 'bloom of pregnancy.' This and the 'mask of pregnancy,' a pigmentation that sometimes appears on the cheeks, nose, and forehead, are both due to hormonal changes.

Circulation

During pregnancy, a mother's blood volume increases by about 30 percent. Because this increase is initially in the blood fluids, it dilutes the concentration of cells in the blood. These blood cells are therefore not able to carry a sufficient supply of oxygen and carbon dioxide. This can result in fatigue, shortness of breath, and a raise of about ten to fifteen beats per minute in your pulse rate. If you are anemic, your condition will increase these symptoms and should be corrected by diet and iron supplements.

Pressure from the enlarged uterus interferes with the blood flow returning from the legs. This produces a feeling of heaviness, pressure, and dilation of the veins in the leg. This can be relieved by lying down with the legs elevated several times during the day. You should also avoid crossing your legs. Support hose may offer relief. These should be put on in the morning before the feet and legs begin to swell. (By the way, 'queen size' panty hose with the large tops are generally easier to find and cheaper than 'maternity hose.')

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Skeletal changes

Look at the posture of a pregnant woman! The large abdomen protrudes heavily forward. To compensate or keep from losing her balance, she must hold her head and shoulders backward. This results in 'sway back' and low back discomfort. This is accented in the latter months of pregnancy by a gradual relaxation of the pelvic bones, producing a sensation of unsteadiness (waddling). High heels compound the problem, so supportive low-heeled shoes are more sensible. Back pain can be relieved by using a firm mattress and doing exercises such as the 'pelvic tilt.' To do this exercise, lie on a firm surface, such as the floor. Tighten the abdominal muscles as you press the small of your back flat against the supporting surface. You can also do the pelvic tilt in a standing position. Press the small of your back flat against a wall. Practice the pelvic tilt frequently during pregnancy to relieve muscle strain in the low back and promote good posture.

Prenatal Care

Every woman, as soon as she suspects she is pregnant, should seek the care of a physician, nurse midwife or maternity clinic. Adequate prenatal care is essential to prevent or minimize the possible complications of pregnancy. Health and diet counseling and dental care are supportive services which will contribute to a successful pregnancy and birth of a healthy baby. *(See also Nutrition During Pregnancy, Childbirth, and Breastfeeding in Food and Nutrition chapter of this book.)* For a normal pregnancy, most prenatal regimens include monthly visits to a doctor's office or clinic until the seventh month. During the seventh and eighth months, the woman is seen every two weeks. In the last month, she is seen weekly.

During the first visit, the doctor will do a complete history and physical exam, including a pelvic exam and a Pap smear. Laboratory studies include urinalysis, a blood count, blood typing, and venereal disease testing are routinely ordered. These tests give a base line for assessing the progress of the pregnancy. Early indications of complications such as anemia or urinary infections can be diagnosed at this time.

Your doctor will calculate the 'due date.' One way this is done is by determining the first day of the last menstrual period. You add seven days to this date and then subtract three months. (For example, if the woman's last menstrual period began on January 15, she would add seven days - January 22 - and count back three months. Her baby would be 'due' October 22.) This calculation is not precise but does provide a reasonably accurate estimate.

The examiner will measure your pelvis to estimate its adequacy for delivery and provide you with literature and other helpful information.

As the pregnancy progresses, the physician or nurse will keep a close watch on your blood pressure, weight gain, and urine. S/he will want to know immediately of any headaches, double or blurred vision, swelling of the hands or face, or other unusual symptoms. These may be signs or symptoms of developing complications.

You should receive information on how to relieve the discomforts of pregnancy (some of which have been mentioned in this article). You should also be informed of any restrictions on physical activity. Most women require little or no restrictions on physical activities during a normal pregnancy. The woman who develops complications such as high blood pressure may be advised to be much less active, and occasionally be confined to bed.

In the absence of vaginal bleeding, sexual activities are generally not restricted. In the later months of pregnancy, you can alleviate discomfort by experimenting with positions and techniques that do not require you to lie on your back. It is not unusual for the couple to experience fluctuations of their sexual desires during pregnancy.

As the 'due date' approaches, you should be provided with information about anesthesia, what to expect during labor and delivery, and the signs of labor.

To supplement the teaching available through the physician's office or clinic, many couples attend childbirth education classes. Through these classes, couples are given information about pregnancy, childbirth, and care after the baby arrives. Techniques to promote relaxation and minimize discomfort during labor are provided and practiced. Couples also have the opportunity to share their experiences and to help each other have a positive and rewarding childbirth experience.

Prepared childbirth classes are available in most larger communities in the state. Check with your doctor, local hospitals, clinic, or women's center.

Drugs During Pregnancy

Because drugs can cross the placenta and affect the baby, you should avoid using any drug, including aspirin and cold remedies, unless prescribed by your physician. Occasionally, drugs are prescribed to relieve some of the common discomforts of pregnancy, such as antacids to relieve heartburn (Maalox, Mylanta) and mild stool softeners (Colace, Metamucil) to relieve constipation. Vitamins and iron supplements are frequently prescribed, but should not be taken except as directed. All medications should be approved by your doctor.

Signs of Labor

Braxton-Hicks contractions can mimic labor and many women rush to the hospital only to be disappointed by 'false labor.' Some women experience 'warning signs' a few days or weeks before they go into labor. You may experience a slight weight loss, diarrhea, low back pain, or a burst of energy and a desire to clean, arrange furniture, etc.

If at anytime there is severe abdominal pain or marked bleeding from the vagina, you should be examined by a physician. ■

False and True Labor: How to Tell the Difference

False Labor:	**True Labor:**
• Contractions begin in the abdomen.	• Contractions begin in the back and spread to the abdomen.
• Contractions are irregular, or regular but do not become stronger.	• Contractions may be irregular initially, but become more regular and increase in intensity.
• There is no pink or bloody vaginal discharge.	• There may be a bloody vaginal discharge. Membranes may rupture with a leak or gush of fluid.

When a Pregnancy is 'High Risk'

A 'high risk' pregnancy is one in which the child has an increased chance of dying prior to or shortly after birth. It is estimated approximately 20 percent of all pregnant women can be classified as high risk mothers. (High risk pregnancies are so common in the Charleston area that a clinic especially for these mothers has been established at the Memorial Division of Charleston Area Medical Center.)

High risk mothers include women whose family history contains a number of children with birth defects; adolescents and low-income women, since both groups generally are victims of inadequate prenatal care and poor nutrition; women over 35; obese women; women experiencing a multiple pregnancy; women with an Rh-negative blood type; women with certain medical problems, such as anemia, diabetes, heart or kidney disease, high blood pressure and urinary infections.

How can complications be prevented?

The importance of good prenatal care cannot be overemphasized. Such care should begin as soon as you suspect you are pregnant. The events of the first three months of pregnancy are crucial in the physical and mental development of your child. For the high risk mother, it is especially important to seek good care, and by doing so, you increase your chances of having a healthy baby and a problem-free pregnancy.

Prenatal care for the high risk mother should include careful monitoring of the progress of the pregnancy, prompt attention to infections or other complications, guidance in nutrition, counseling for family difficulties, and instruction to the mother on caring for herself during pregnancy and after the birth of her child. With good prenatal care, potentially serious complications can be spotted early and prevented in a great many cases. *(See also Food and Nutrition chapter for information on nutritional care and assistance during pregnancy and after.)*

Excessive or sudden weight loss during pregnancy can be harmful. Sudden weight gain, coupled with changes in blood pressure and/or loss of protein in the urine, can indicate complications and should be evaluated and treated promptly.

During the past ten years, remarkably effective techniques for evaluating the progress and development of the unborn baby have been developed. Most of these techniques are relatively simple and cause little discomfort to the mother. However, they can be frightening if you are experiencing them for the first time. These techniques include ultrasound tests, amniocentesis, oxytocin challenge tests, and external fetal monitoring.

Ultrasound Test. Sound waves are sent into a woman's abdomen and bounced off the contents of her uterus. The waves are then reflected back into a machine which transmits them onto a screen as a picture. Ultrasound is painless for both mother and baby and takes about thirty minutes. This test may be repeated several times during the pregnancy. It can tell the physician many things, including the baby's age and size, the number of infants in the uterus, and the location of the placenta. (If the placenta is abnormally placed, the baby may die during labor. If the problem is detected before then, the baby can be delivered safely by Caesarian Section.)

Amniocentesis. A small area of the woman's abdomen is anesthetized, a small needle is then inserted into the uterine cavity through the abdomen, and a sample of the amniotic fluid is removed. The woman may experience some discomfort when her skin is anesthetized, but there should be no pain during the test. This test may be done several times during pregnancy, particularly if the mother has an Rh-negative blood type. It can be done in the doctor's office, although some doctors prefer to admit the patient to the hospital for a brief period.

Dangers to the mother and baby during this procedure are minimal. This test can determine the baby's maturity or readiness for delivery, measure the levels of certain substances which may be harmful to the baby, and incidentally, can determine the baby's sex.

Oxytocin Challenge Test (OCT). This test can be performed on a woman who is in the last trimester of pregnancy. She enters the hospital as an out-patient and is connected to a monitor which records on both a screen and paper tape the activity of the baby's heart and her uterine contractions. Medication is given intravenously which stimulates the contractions of labor. The physician then observes the baby's reaction to the contracting uterus and obtains vital information about how the infant will withstand labor.

External Fetal Monitoring. Equipment is attached to the woman's abdomen which makes it possible to continuously monitor the activity of the baby's heart and the frequency and strength of the mother's uterine contractions while she is in the hospital. This data can be transmitted to a central nurses' station, so that any abnormalities can be immediately observed and corrective action can be taken without delay.

Use of fetal monitoring equipment may be frightening to the mother and her family. It may make her uncomfortable during labor, since it restricts her movements and requires that she lay flat on her back. Many women find other positions are much more comfortable during labor. The mother should understand the reasons for using the monitor and the restrictions it places on her. She should also be aware that many doctors are unschooled in interpreting the data produced by the monitor. For that reason, there is growing controversy over the use of such devices. It is believed that this lack of knowledge has contributed to the dramatic jump in the number of babies delivered by Caesarean Section in this country, and that many of these surgical deliveries are unnecessary. ■

Childbirth Publications

(See also Nutrition Resources During Pregnancy and After, and Nutrition Resources for the Consumer in the Food and Nutrition chapter of this book.)

There are literally hundreds of books on childbirth. The few that we list represent newer 'trends' and are recommended.

Awake and Aware: Participating in Childbirth through Psychoprophylaxis
Irwin Chabon
Delacourte Press
New York, NY, 1969

A good discussion of the Lamaze method with some interesting historical material and six personal accounts of hospital deliveries. Unfortunately, out-of-print. Try your local library.

The Baby Reader
Marie Winn
Simon and Schuster
New York, NY, 1973.
$7.95 (hardcover)

Book describes how a variety of writers reacted to birth and their new infants. Excerpts from Dickens, Tolstoy and many others. Good postpartum reading.

Birth
Catherine Milinaire
Crown, New York, NY, 1974.
$4.95 (paperback)

Positive book about childbirth includes photos, illustrations and twenty in-depth interviews with men and women on their personal birth experiences. A wide variety of birth experiences is covered, from caesareans and stillborns to birth by hypnosis and 'singing' births.

The Birth Book
Genesis Press, P.O. Box 11457
Palo Alto, CA 94306. $6 (paperback)

A 'collection of intimacies' on homebirth that grew out of experiences of the Santa Cruz Birth Center. It is not a manual on do-it-yourself homebirth. For more information about the Birth Center, write to 208 Escalona, Santa Cruz, CA.

The Black Parents Handbook: A Guide to Healthy Pregnancy, Birth and Day Care
Clara J. McLaughlin
Harcourt Brace Jovanovich
New York, NY, 1976.
$3.95 (paperback)

Readable parent's guide covers the usual problems of pregnancy, birth and child care, and the unique physical and environmental problems of black parents. Sickle-cell anemia, Mongolian Spots, lead paint poisoning, black folk medicine, and black pride are discussed.

Childbirth and the Christian Family
Helen Wessell
Harper and Row
New York, NY, 1974.
$8.95 (hardcover)

Recommended only for its directions on making a back rest and pull straps for a home delivery.

Childbirth Without Fear
Granthy Dick-Read
Harper and Row
New York, NY, 1970 rev. ed.
$1.25 (hardcover)

The classic book on natural childbirth theory discusses the 'fear-pain-fear syndrome.'

Commonsense Childbirth
Lester Hazell
Tower Publications
New York, NY, 1969.
$1.25 (paperback)

The best overall book on pregnancy and childbirth. It contains discussions by experienced and well-informed women.

The Experience of Childbirth
Sheila Kitzinger
Penguin Publications, New York, NY, 1972. rev. ed, $2.50 (paperback)

An English mother, sociologist and childbirth educator, explains how to physiologically and psychologically prepare for childbirth.

Husband Coached Childbirth
Robert A. Bradley
Harper and Row
New York, NY, 1974.
$7.95 (hardcover)

Despite its male-chauvinist tone (including the wish that a woman's 'baby-box' had a zipper!) this book contains much useful information on labor and how a husband (or father) can help.

Immaculate Deception: A New Look at Women and Childbirth in America
Suzanne Arms
Houghton Mifflin
Boston, MA, 1975.
$6.95 (paperback)

Sensitive book discusses various aspects of childbirth from the hospital birth experience to homebirth. Not a medical textbook or a sourcebook, but a statement on the problems and needs of women and families regarding childbirth.

■ © Rosalyn Gerstein, *Becky's Delivery (Le Boyer Style)*

Emphasis is placed on the birth experience as an entirely natural process to be shared by the entire family. Well illustrated with photographs by the author.

Let's Have Healthy Children
Adelle Davis
Signet, New York, NY, 1972.
$1.75 (paperback)

A good guide to nutrition during pregnancy, lactation, and early childhood.

Methods of Childbirth
Constance Bean
Doubleday, New York, NY, 1972.
$1.95 (paperback)

A useful comparison of various methods of childbirth including Lamaze, Dick-Read, Kitzinger and Wright.

Prepared Childbirth
Tarvez Tucker and Elizabeth Bing
Tobey Publishing Co.
New Canaan, CT, 1975.
$2.95 (paperback)

A consideration of today's alternatives to traditional methods of labor and birth

The Tender Gift: Breastfeeding
Dana Raphael
Prentice Hall
Englewood Cliffs, NJ, 1973.
$6.95 (hardcover)

Special emphasis on the importance of social supports for the woman learning the skills of mothering and breastfeeding.

What Now? A Handbook for Parents Post-Partum (Especially Women)
Mary Lou Razdelsky
and Barbara Banet
What Now?, Seattle, WA, 1973.
$1.25 (paperback)

Particularly useful for first-time parents. Practical suggestions for easing the adjustment to life with a new baby.

The Womanly Art of Breastfeeding
La Leche League
La Leche League International
9616 Minneapolis Ave.
Franklin Park, IL 60131
$3 (paperback)

Extremely useful information on breastfeeding despite a rather sexist orientation toward parenting roles.

Childbirth Organizations

American College of Nurse-Midwives
1000 Vermont Ave, NW
Washington, DC 20005
202-628-4642

Professional organization has information on nurse-midwifery programs in hospitals, as well as degree programs in midwifery.

International Childbirth Education Association (ICEA)
P.O. Box 20852
Milwaukee, WI 53220

Organization concerned with childbearing, breastfeeding and maternity care that involves the entire family. Regional directors and local coordinators make referrals for childbirth classes, homebirths, and hospitals which involve the family in the birth process. The ICEA Supply Center distributes books and other resources on a wide variety of childbirth-related subjects.

Because local chapters operate out of members' homes and the addresses change frequently, you should contact the main office above for the chapter nearest you.

For a publications list, books, and other resources, write to P.O. Box 72258, Seattle, WA 98107. Enclose a stamped, self-addressed envelope.

La Leche League

La Leche League is a private organization for women who wish to breastfeed their babies. It serves as a clearinghouse for information and holds meetings at which all mothers are welcome. Local branches operate out of members' homes. Contact the person listed here for information on the group in your area. If there is no one listed near you, contact the national office for information: 9616 Minneapolis Ave, Franklin Park, IL 60131; 312-455-7730.

BERKELEY SPRINGS:
Terri Curtin
Rt. 1, Box 535, 25411
258-4300

BLUEFIELD:
Caroline Lilly
1527 College Ave, 24701
325-3447

BRIDGEPORT:
Brenda Sheets
141 Gordon St, 26330
842-5547

CHARLESTON:
Olga Kott
104 Hacker Lane
South Charleston 25309
744-2593

Patti Wagner
902 Valley Rd, 25302
344-4123

CLARKSBURG:
Harriett Northley
111 Westwood Ave.
Bridgeport 26330
842-5984

EAST HUNTINGTON:
Susan Pearman
114 Lewis Ave, Barboursville 25504
736-8876

ELKINS:
Lyn Abruzzi
216 Elm St, 26241
636-7722

FAIRMONT:
Helen Brown
1106 Alexander Place, 26554
366-8590

HUNTINGTON:
Laura Cecil
Rt. 1, Box 514-A
Chesapeake, OH 45619
614-867-4808

HURRICANE:
Anne Goff
21 Carol Dr, 25526
562-9749

JACKSON COUNTY:
Kathy Puskas
Rt. 4, Box 79, Ripley 25271
372-5404

MADISON:
Debbie Jarrell
751 Orchard Dr, 25130
369-0761

MARTINSBURG:
Colleen Mastrangelo
Rt. 1, Box 24
Big Spring, MD 21712
301-842-2452

MID-OHIO VALLEY:
Jo Ellen Hinton
719 Pomeroy Pike
Belpre, OH 45714
614-423-6238

MILTON:
Karen Byrne
1204 Smith St, 25541
743-6101

MORGANTOWN:
Judy Werner
Box 795, 26505
296-4506

MOUNDSVILLE:
Gayanne Niertho
209 Cedar Ave, 26041
843-1685

PRINCETON:
Mary Mann
505 Goyle St, 24740
675-2776

POINT PLEASANT/GALLOPOLIS:
Betsy Crank
Box 44, Henderson 25106
675-2776

ST. ALBANS:
Pam Dodson
351 West Main St, 25177
727-0150

SISSONVILLE:
Yvonne Snyder
Legg Rt. Box 202, 25320
984-0113

SPENCER:
Jane Beth Stonestreet
900 Panorama Dr, 25274
927-4537

UNION/MONROE COUNTY:
Natalie Sandell
Rt. 1, Box 104, Union 24983
832-6420

WEBSTER SPRINGS:
Jacqui Williamson
Rt. 4, Box 20, 26288
847-5814

WESTON:
Linda Fleenor
RD 1, Box 170-B, 26452
269-3655

WHEELING:
Jan Jepson
Whitmar Hill, 26003
233-7744

Women, Infants and Children (WIC) Supplemental Feeding Program

Funded by the U.S. Department of Agriculture, the WIC Program provides food and nutrition education to infants, children under age five, and pregnant, postpartum and breast-feeding women who have nutrition problems because of low incomes. Infants enrolled in the program receive iron-fortified formula, cereal and juice rich in ascorbic acid (Vitamin C). Children and women receive milk, cheese, eggs, cereal and fruit juice.

The WIC Program currently provides services to about 16,000 participants. However, not all West Virginia counties have a WIC program. The state health department estimates that about 35,000 women, infants and children need the program's benefits. If you think you and/or your children qualify for the WIC Program, contact your county health department. *(See listings of Community Health Services under Health Resources in this chapter.)*

Portions of these listings are excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).

■ © Rosalyn Gerstein, *Di and Robyn*

Menopause

by Nancy Tolliver

Menopause seems mysterious to many of us because for years women hesitated to talk about it. We are gradually learning menopause can be a time in a woman's life that opens up new challenges and brings relief from childbearing and birth control. It is important that we express our feelings, fears and misconceptions about menopause.

What happens during menopause

Menopause actually begins several years before menstruation ceases. The ovaries gradually stop secreting estrogen and stop releasing an egg (ovum) every month. At about the same time the level of progesterone in the body decreases. As a result, the lining of the uterus gradually stops building up and sloughing off (menstruation).

These changes in the production of hormones frequently cause various physical symptoms. Many women going through menopause experience hot flashes for no apparent reason, occurring most often at night. These may be almost unnoticeable or quite annoying. As estrogen and progesterone levels decrease, vaginal lubrication and elasticity are also reduced. This can make sexual intercourse uncomfortable unless a good lubricant is used.

Other symptoms include anxiety, insomnia, nervousness, dizziness, palpitations, and headaches. To what extent nervousness, anxiety, and headaches are due to insomnia rather than being directly related to menopause is not known. Many of these symptoms occur at any age, so it is important to determine whether they are occurring because of menopause.

Osteoporosis (brittle bones), arteriosclerosis (fatty deposits in the arteries), thinning of the hair, loss of skin tone, and increased facial hair are also associated with aging. The rate of these changes increases after menopause.

Treatment during menopause

Women who experience extreme side effects (insomnia, anxiety, dryness of the vagina, hot flashes) during menopause can consider treatment. The kind of treatment, if any, a doctor prescribes will depend on his/her own view of menopause. Some view it as a disease, while others see it as a normal, possibly troublesome phase of a woman's life.

Estrogen Replacement Therapy (ERT), which replaces depleted estrogen levels by pills or injections, should be used with extreme caution. It increases the risk of blood clots, hypertension, and cancer of the lining of the uterus.

Side effects of ERT include nausea, weight gain, swelling of the extremities, breast tenderness, and breakthrough bleeding.

Women who have a history of cancer, cysts, or blood clots should not take estrogen. Women with kidney, liver or heart disease, or uterine fibroids probably should not take estrogen.

Rather than undergoing ERT, many women can treat menopausal symptoms through good diet, exercise and relaxation. Since your body's ability to absorb certain vitamins and minerals decreases during menopause, you should increase your daily intake of these substances. You will need more of the following vitamins: E, B complex, C and A, plus additional calcium, iron and iodine. Most of these can be obtained by eating fresh green vegetables, whole grains and seeds, and various milk products. A good diet, combined with regular exercise and rest, can improve your overall health and give you a sense of well-being. ■

■ © Rosalyn Gerstein, *Sammy and Betty*

Publications on Menopause

(See also Nutrition During Menstruation and Menopause in Food and Nutrition chapter.)

Menopause
Healthright, Inc.
175 Fifth Ave.
New York, NY 10010. $.75

The Menopause Book
Louisa Rose, Ed.
Hawthorn Books, Inc.
260 Madison Ave.
New York, NY 10016, 1977.
$12.50 (hardcover)

Written by eight women physicians, this book includes discussions of menopause, ERT, and hysterectomy, as well as women's descriptions of their feelings and experiences during menopause.

Menopause and Women's Sexuality
Kanawha County Public Library
123 Capitol St.
Charleston, WV 25301

This bibliography is free. Write to the above address for a copy.

Menopause Resource Guide
National Women's Health Network
2025 I St, NW, Suite 105
Washington, DC 20006

$3 for nonmembers; $2 for Network members.

Menstruation and Menopause: The Physiology and Psychology, The Myth and the Reality
Paula Weideger
Dell Publishing Co, Inc.
New York, NY, Rev. ed, 1977.
$4.95

Approaching menstruation and menopause from a social, cultural and historical perspective, this non-technical book debunks the myths concerning women's behavior during menopause. Excellent bibliography.

Our Bodies, Ourselves
Boston Women's
Health Book Collective
Simon & Schuster, Inc.
New York, NY, 1976.
$4.95 (paperback)

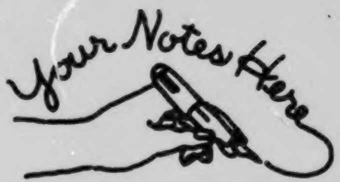
This book includes an excellent chapter on menopause that covers health care and treatment of menopausal symptoms.

Women and the Crisis in Sex Hormones
Barbara and Gideon Seaman
Rawson Associates Publishers, Inc.
630 Third Ave, New York, NY,
1977. $12.95 (hardcover)
Bantam Books, Inc, New York, NY,
1978. $2.75 (paperback)

In this well-documented book, all aspects and types of hormone therapy are discussed in detail, in addition to information on alternative ways of treating menopausal symptoms.

Women, Menopause and Middle Age
Vidal S. Clay
KNOW, Inc, P.O. Box 86031
Pittsburgh, PA 15221, 1977.
$5 (paperback)

This book includes information on the social, psychological and physical aspects of menopause. ■



■ Picture credits p. 208: Jodi Cobb (top); Susan Meiselas, *West Virginia* © Magnum Photos, Inc. (bottom left); © Rosalyn Gerstein, *Twirling Tryouts* (bottom right); p. 209: © Rosalyn Gerstein, *Olneyville Sweethearts* (top left); Susan Meiselas, *West Virginia* © Magnum Photos, Inc. (top right); © Rosalyn Gerstein, *West Virginia* (bottom)

Children

Part I:
Your Child's Well-Being

■ Wendy Ewald, *Rena and Grandchildren, Spring*

What a Good Pediatric Exam Should Include

by Boston Women's Collective, Inc.

While everyone has a right to comprehensive health care, the lack of adequate health care in America is particularly harmful to children. At this point, we can only describe an ideal pediatric health care system and suggest guidelines for parents searching for such care.

Ideally, you and your child should visit one group of health professionals for the period of your child's growth. This ensures close observation of your child's physical growth, development and immunizations, and also helps your child establish durable relationships with health professionals - often specifically trained and very competent nurse practitioners instead of pediatricians.

There are several factors to consider in choosing and evaluating your child's health care. The most important basis you have for judging the quality of this care is whether you feel the health professional is focusing on both the mental and physical development of your child.

In many cases, you can determine much about the attitudes of the health professionals or the clinic by the environment of their offices and waiting rooms. Children are often intimidated by white coats and needles and seemingly cold adults; your child should be given a chance to feel comfortable enough to be him or herself.

When the child is quite young, the health professional should rely heavily on the impression, observations, and fears of the parent. But as the child grows, the health professional should communicate directly with the child, asking the child questions; getting him/her to draw pictures; watching him/her move, talk, and interact with other children, adults, parents, and siblings.

You should also consider the availability of health professionals: Do they have someone covering for them twenty-four hours a day? Are they receptive to your fears or questions both in person and over the phone? You should not have to feel intimidated by health professionals. And you should tactfully mention when you feel a busy health professional is not doing an important part of his/her job.

In the first year after birth, babies should be seen three or four times by a health professional; in the second and third years, they should be seen twice; after then, yearly. When you go to a health professional for the first time, a complete medical history should be taken. You should be asked whether your spouse or mate is living, and if dead, cause of death; if alive, your mate's general

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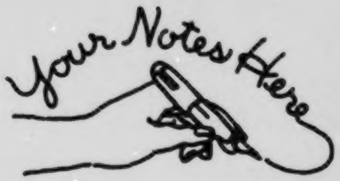


health and yours, including any genetic diseases; the health of the grandparents, or, if dead, the cause of death; your health during pregnancy and delivery and the anesthetic used; the ages and health of the child's siblings; the past health of the child. (If you change clinics, request that your medical records be sent to the new clinic.)

In the pediatric exam, the health professional should check for the following things:

- Vital signs - temperature, pulse, blood pressure;
- Measurements;
- General appearance - development, state of awareness, cry, posture, birth marks, head, vision, hearing;
- Nose, mouth, throat;
- Lungs;
- Heart;
- Abdomen;
- Genitalia and anal area;
- Neurological functions - motor and sensory functions and reflexes;
- Back and extremities.

Much of the responsibility for watching your child's health and growth will rest with you. Keep track of height and weight, especially during the first year. You should make note of any change, defect, or development you observe in your child.

Immunizations

Once considered harmless, childhood diseases - measles, mumps, rubella (German measles) - are now recognized as major causes of handicaps and birth defects. Today, with vaccines to combat them, it is possible to protect children from the dangers of these and other diseases.

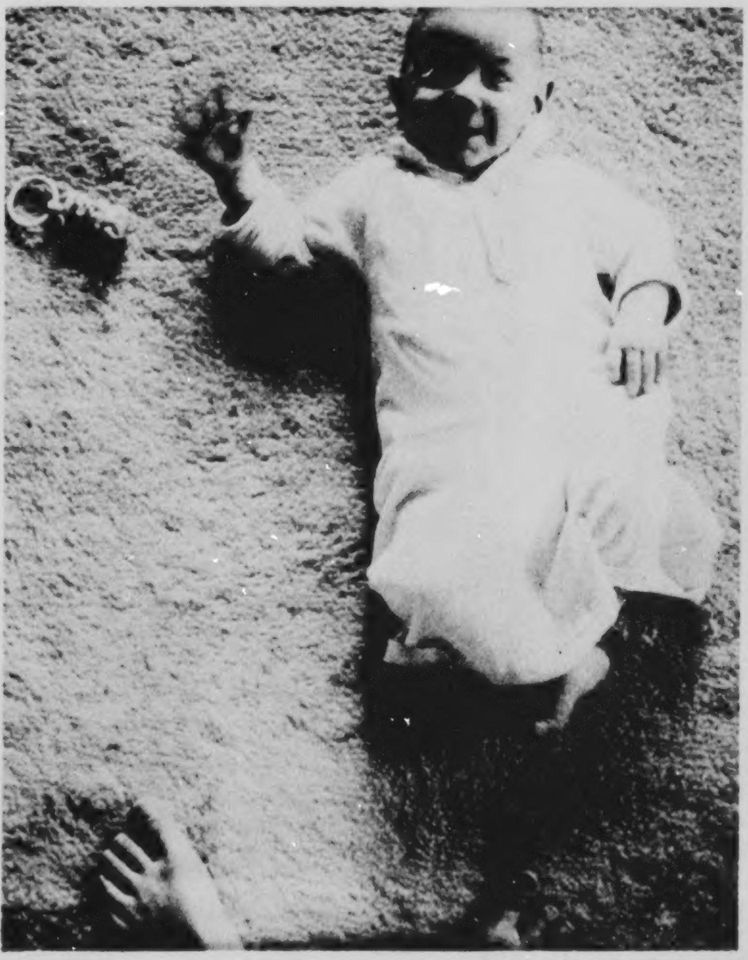
The immunizations your child receives should depend upon the likelihood of the child contracting the disease. It is important for your child to be vaccinated adequately, but not unnecessarily or too frequently. You should keep a record of his/her vaccinations.

Diseases your child should be protected against include polio, rubella, mumps, diphtheria, whooping cough, and tetanus. Polio often causes damage to the victim's nerve cells, resulting in permanent paralysis. Rubella (German measles or three-day measles), considered mild in children and adults, can have serious side-effects when contracted by expectant mothers. A woman who has rubella during the first three months of pregnancy has a 50-50 chance of delivering a child with birth defects. Since the vaccine also may present a risk to an unborn child, pregnant women are not vaccinated. Therefore, it is essential that children, usually the carriers of the disease, receive the vaccine. Mumps can have serious after-effects, including mental retardation, hearing loss, digestive disorders, and, when contracted by adults, sterility.

Vaccinations for diphtheria, whooping cough (petussis), and tetanus are usually combined in one shot (DPT), administered in a series of three doses. Diphtheria, an infection of the throat and tonsils, kills one out of ten of its victims. Whooping cough, particularly dangerous when contracted by children, often weakens the body's defenses so severely that the victim contracts pneumonia or some other disease. Tetanus, also known as 'lockjaw,' causes death in six out of ten of its victims.

Suggested immunization schedule:

- DPT (diphtheria, whooping cough, tetanus) - 2 months, 4 months, 6 months, 18 months, 4 to 6 years;
- Polio - 2 months, 4 months, 6 months, 18 months, 4 to 6 years;
- Tuberculin Test - 1 year, 6 years (before school entry);
- Measles, Mumps, Rubella (combined) - 15 months;
- TD (combine tetanus and diphtheria, adult type) - 14 to 16 years; thereafter, every 10 years. ■



■ Photo: Rosamond Wolff Purcell

Parents Anonymous: SOS for a Troubled Parent

by Virginia B. Myers, M.S.W.

Child abuse has become an epidemic in our country. It is a symptom of severe family problems and many unmet needs of those who are responsible for parenting.

Our society does not train for the important role of parenting and so from one generation to another patterns of neglect and abuse are passed along. Abusive, neglectful families are in all segments of society. It has been estimated that nearly 86 percent of the parents who abuse their children were abused by their parents. We must break into this cycle.

Most programs and services place emphasis on help to the child. Parents Anonymous, a self-help group, centers on the needs of both parent and child. Meetings held weekly help establish, strengthen, and maintain a healthy emotional and physical co-existence between parents and their children.

Parents Anonymous has no connection with existing agencies, does not charge fees, and provides child care. It is a method that in eight years has reflected positive changes in many parents who seek healthier ways of coping with their children.

If you were abused as a child, you may have a tendency to abuse children. If you are now abusing your children, you owe it to yourself and to them to seek help. Parents Anonymous is an answer.

For more information, call Virginia Myers in Charleston at 925-9349. ■

■ Photo: Stephen Dornbusch

Incest: The Myths and Realities

by Carolyn Tillack

According to West Virginia law, incest occurs when a male has intercourse with his mother, sister, daughter, or niece, or when a female has intercourse with her father, brother, son or nephew. Neither age nor consent is material.

Incest occurs more frequently than most people think. It is so repulsive to most people that offenders and families involved in incest go to a great deal of trouble to hide the truth.

There are many myths that surround incest, making it even more difficult to detect it and to help the people involved. These are among the most common.

Myth: Women abuse children sexually as often as men do.
Fact: Most incest occurs between fathers and daughters.

Myth: Incest is more common among low-income families.
Fact: Incest is only more easily detected in low-income families because they cannot afford private help and therefore use public agencies.

Myth: An adult usually abuses only one member of the family.
Fact: An adult found to be abusing one child is often found to be abusing other children in the family.

Myth: The guilt felt by the abuser is never felt by the child.
Fact: Guilt is felt not only by the abuser, but by the victim, the other parent, and sometimes the family as a whole.

Myth: The mother is usually unaware of the incest when her husband is abusing her daughter(s).
Fact: Frequently, the mother is aware of the incestuous relationship, and in that sense, becomes a passive participant.

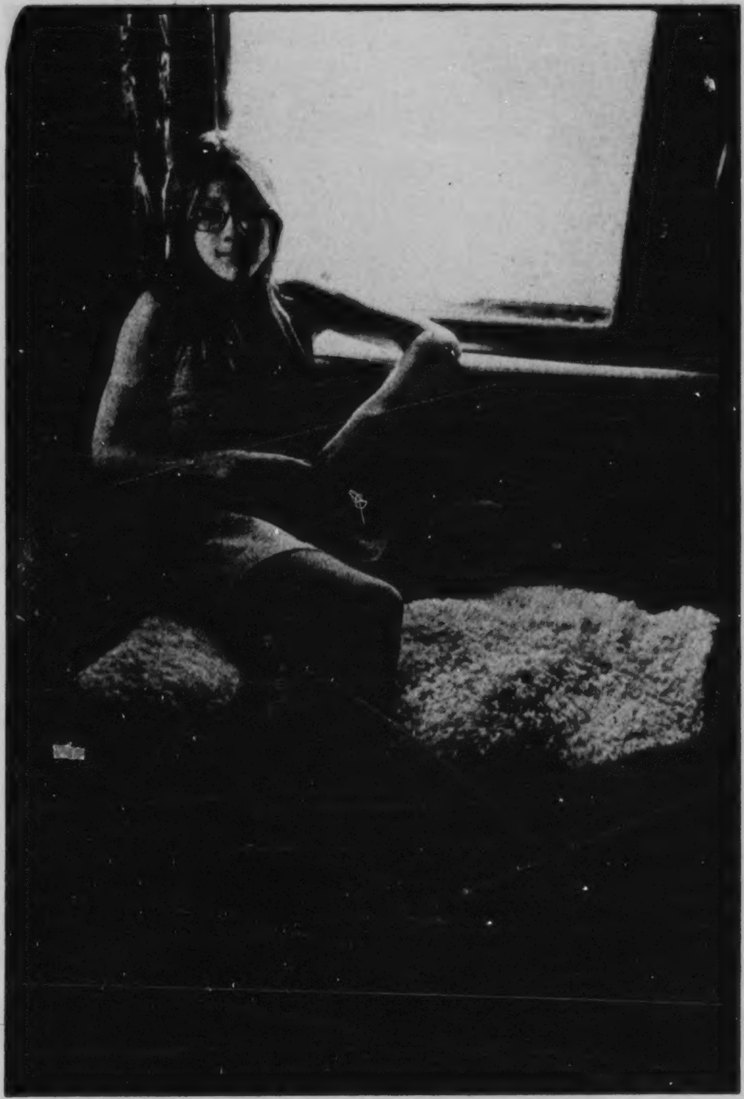
Myth: The reason a man abuses one of his children is that he alone has problems and is crazy.
Fact: There is usually an underlying conflict between the husband and the wife, or between other members of the family. Usually, one family member is not solely responsible for the abuse.

Incest often begins gradually within the family. The acts vary in intimacy and force, gradually becoming more intimate. Many times the offender uses bribes and threats to keep the relationship a secret. Sometimes years pass before a child tells someone what is happening.

An adult who starts a sexual relationship with his child is often found to have difficulty relating to people outside the family, is frequently insecure and shy, and often dominates the social life of members of his family. Frequently, he meets with the most resistance from the child when s/he reaches puberty and is beginning to relate to peers. At this time the child is more likely to notice what is going on doesn't happen to his or her friends. Children resist the relationship in different ways, but most are reluctant to tell because it seems like 'ratting.'

Treatment

Treatment is most effective when the entire family becomes involved in it because each one has contributed directly or indirectly to the incestuous relationship. Each member can be counseled to learn to accept his or her own responsibility for any acts that have occurred.



■ Photo: © Rosalyn Gerstein, *Christie, Age 13*

Blame should not be placed on anyone. Many people may have sexual feelings for a member of their family in certain circumstances. What is important is how these feelings are handled. A person who has involved his or her child in an incestuous relationship is taught to handle feelings and the need for intimacy in a more appropriate way. The child is taught to be more assertive and to clearly indicate that s/he does not want to participate in these acts. The wife is taught to work on her contributions to the problems that exist in the marriage, and to work through any jealousy and rivalry she may be feeling toward her child. ■

Resources for Dealing With Incest

Agencies

Department of Welfare

If you suspect someone of incest with a child, you can report the situation to the local Welfare office, which will investigate without revealing your name. Contact the office in your county, which is listed in the telephone book.

Rape and Domestic Violence Information Center, Inc.
221 Wiley St, Morgantown 26505
292-2121

Sexual Assault Information Center, Inc.
1036 Quarrier St, Charleston 25301
344-9839; 344-9834 (24-hour crisis line)

Both centers provide counseling for incest victims and their families, including offenders. They also provide public education on the subject.

West Virginia Women's Commission
WB-9, Capitol Complex
Charleston 25305
348-8816

The commission can refer you to someone in your area who is working with incest victims and offenders.

Publications

Betrayal of Innocence
Susan Forward and Craig Buck
J. P. Tarcher, Inc.
Los Angeles, CA. 1978
$8.95 (hardcover)

This survey study of incest concludes that more than 10 million Americans are involved in incestuous relationships. Using case histories, the authors explore mother-son, sibling, grandfather-granddaughter, mother-daughter, and father-son relationships.

I Must Not Rock
Linda Makie
Daughters Press, 22 Charles St.
New York, NY, 1977. $5

Kiss Daddy Goodnight: A Speak-Out on Incest
Louise Armstrong
Hawthorn Books
New York, NY, 1978.
$9.98 (hardcover)

Herself a victim of incest, the author recounts with insight and honesty the stories of children caught in incestuous relationships. Very little discussion though is offered concerning treatment.

My Father Raped Me
Helen Chatia
New Seeds Press, P.O. Box 3016
Stanford, CA 94305

Rape: The First Sourcebook for Women
Noreen Connell
and Cassandra Wilson, Eds.
New American Library
New York, NY, 1974.
$3.95 (paperback)

See Florence Rush's article, 'The Sexual Abuse of Children. A Feminist Point of View. ■

Choosing Day Care: A Checklist

by June Santee

When selecting a day care facility for your child(ren), ask yourself the following questions.

Personnel

☐ Is there a qualified, concerned, caring teacher and staff?
☐ Are the staff members neat and clean in physical appearance?
☐ Are there at least two adults with the children, regardless of the children's ages, at all times?
☐ Do the staff members respond to the children in a positive way with well-modulated voices?
☐ Do the staff members respect each other, cooperate, and work together in harmony?

Children

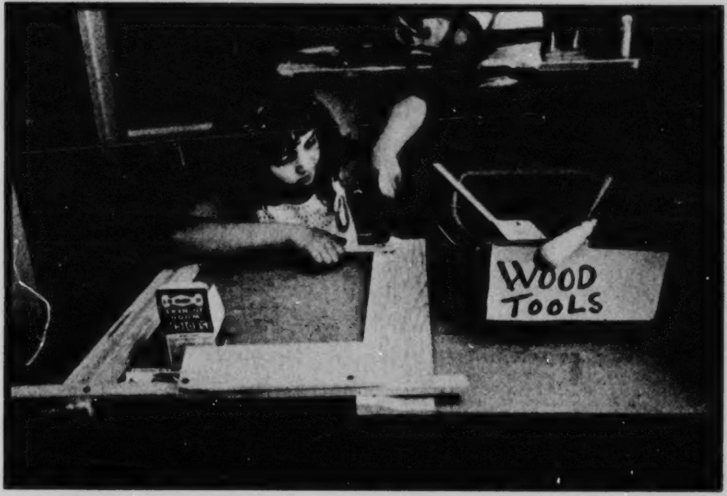
☐ How many children are cared for in the center?
☐ What ages does the center serve?
☐ Are the children divided? If so, is the division by age, sex, or interest?
☐ What is the racial and ethnic mix of the center?

Facilities

☐ Are the physical facilities attractive, neat, safe, and sanitary?
☐ Is there an adequate number of exits?
☐ Is there an approved fire alarm system?
☐ Are the lighting, heating, and ventilating facilities adequate?
☐ Are the drinking fountains and facilities for toileting and washing hands sanitary and sufficient in number?
☐ Are there adequate areas and facilities for children to rest and sleep?
☐ Are there clean, modern food preparation facilities?
☐ Is there ample play space indoors (35 to 50 square feet per child) and outdoors (75 to 100 square feet per child)?

Equipment and Play Materials

☐ Is there a wide selection and sufficient amount of equipment and materials:
☐ in the house and block center that will encourage social and dramatic play;
☐ in the book center that the children can enjoy and understand;
☐ in the art center that will stimulate children's initiative and self-expression;



■ © Jon Chase

☐ for large and small muscle development that will foster physical and motor coordination;
☐ for musical experiences; and space for outdoor play?
☐ Are the equipment and play materials appropriate, safe, and appealing?
☐ Are the materials organized in such a way children know and can locate what is available for them to use?
☐ Are the play materials accessible to the children without the assistance of an adult?

Program

Health:
☐ Are physical examinations required?
☐ What provisions are made for administering first aid?
☐ Is there a place where children may be isolated if needed?
☐ Is there a scheduled health check?

Rest:
☐ Is there a scheduled rest time?

Meals:
☐ Are nutritious snacks and/or lunch served?
☐ Are the snacks and/or lunch well-balanced, varied, and served at appropriate intervals?

Curriculum:
☐ Is a daily schedule of activities posted?
☐ Is there a balance between active and quiet activities?
☐ Is the program designed to allow for individual differences?
☐ Does the program develop each child's self-esteem and correlate all areas of learning through worthwhile activities?
☐ Does the program provide for opportunities for learning through the senses, provide for a variety of firsthand experiences, and encourage children to use materials creatively?

☐ Does the program provide for a variety of learning centers in areas such as language arts, math and science, art and music, housekeeping, woodworking, sand and water?
☐ Are children encouraged to be independent in taking care of their own needs?
☐ How much television do the children watch during the day?
☐ How are limits set and 'rules' enforced?
☐ Are behavior problems taken care of privately rather than publicly?

Recordkeeping

☐ What are the procedures for checking children in and out of the center?
☐ Are records kept on each child's progress and development?
☐ Are conferences held with parents regarding each child's progress?

Parent Involvement

☐ Does the center welcome parents to visit the program at any time to observe, discuss policies, and participate in the work of the center?
☐ Are parents encouraged to participate in decisions about policy, finances, structure and content of the program?
☐ Does the center hold meetings to discuss matters of common interest to the parents?
☐ Who are the sponsors of the child care center? ■

■ © Rosalyn Gerstein, *Suzanna and Friends at Day Care*

Child Care Centers in West Virginia

There are more than 100 child care centers in West Virginia that have been licensed by the Department of Welfare. Fifty-two of these centers responded to a survey of facilities and services. When selecting a day care facility for your child(ren), consider the information given here. Be wary of centers not licensed; check with the Department of Welfare if you are in doubt. Also, fees may have increased since these listings were compiled.

BERKLEY COUNTY:

Norborne Day Care Center, Inc.
Trinity Episcopal Church
200 West King St.
Martinsburg 25401
263-2298

Cost per child: $26.25/week; age range: 2-6; services: lunch, snack, nap, and medical facilities.

St. Joseph's Day Care Center
115 East Stephen St.
Martinsburg 25401
263-9476

Cost per child: $18/week, sliding scale available; age range: 2-6; services: breakfast, lunch.

BRAXTON COUNTY:

Braxton Child Care Program
301 North 5 St, Sutton 26601
765-2020

Cost per child: free (income restrictions); age range: 2-5; services: breakfast, lunch, dinner, nap facilities; programs for children who are mentally or physically handicapped or have learning or other developmental disabilities.

CABELL COUNTY:

Barnett Child Care Program, Inc.
805 16 St, Huntington 25703
522-3180

Cost per child: sliding scale used; age range: 2-5; services: breakfast, lunch, nap facilities.

Fifth Avenue
Baptist Day Care Center
P.O. Box 1056
Huntington 25713
525-5441

Cost per child: $25/week; age range: 3-6; services: lunch, snack, nap facilities.

First Baptist Church
Child Development Center
801 6 Ave, Huntington 25701
523-1712

Cost per child: $25/week; age range: 2½-5; services: lunch, snack, nap facilities.

Green Acres Regional Center
for the Mentally Retarded
Route 2, P.O. Box 115
Lesage 25537
762-2521; 762-2522

Cost per child: sliding scale used; age range: 2 and older; services: transportation, lunch, nap and medical facilities, residential program.

Interagency Child Care Center
1015 5 Ave, Huntington 25701
523-3971

Cost per child: $25/week; age range: 2-4; services: lunch, nap facilities.

Kiwanis Day Nursery
71 Washington Ave.
Huntington 25701
525-8701

Cost per child: sliding scale used (income restrictions); age range: 2-6; services: lunch, snack, nap facilities.

FAYETTE COUNTY:

St. Andrew's Day Care Center
345 Kelly Ave, Oak Hill 25901
465-8200

Cost per child: $27.50/week; age range: 2-12; services: lunch, snack, nap facilities.

GILMER COUNTY:

Glenville Child Care Center
212 East Main St.
Glenville 26351
462-8414

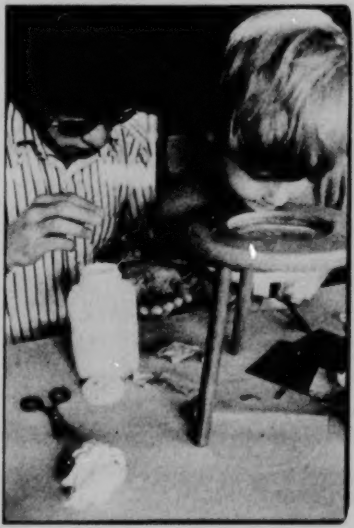
Cost per child: free (income restrictions); age range: 2-5; services: breakfast, lunch, snack, nap facilities; programs for children who are mentally or physically handicapped, or have learning disabilities or developmental disabilities.

GREENBRIER COUNTY:

Rainelle Growth and
Development Center
640 Kanawha Ave, Rainelle 25962
438-6897

Cost per child: free (income restrictions); age range: 2-15;

■ © Rosalyn Gerstein, *Preschool*



services: transportation, lunch, snack, nap and medical facilities; programs for children who are physically or mentally retarded, or have developmental disabilities.

HAMPSHIRE COUNTY:

Hampshire County
Special Services Center, Inc.
Romney 26757
822-3050

Cost per child: free; age range: 3-23; services: transportation, breakfast, lunch.

HARRISON COUNTY:

Central District
Mental Health Center, Inc.
6 Hospital Plaza, Clarksburg 26301
633-5661

Cost per child: sliding scale used; age range: infant through five; services: transportation, lunch.

Sacred Heart
Children's Center, Inc.
535 Horner Ave, Clarksburg 26301
624-7002

Cost per child: sliding scale used; age range: 2-6; services: lunch, snack.

JEFFERSON COUNTY:

Shepherdstown Day Care Center
P.O. Box 388, Shepherdstown 25443
876-6923

Cost per child: sliding scale used; age range: 2-10; services: breakfast, lunch, nap and medical facilities.

KANAWHA COUNTY:

Ben Franklin Child Care Center
500 28 St, Dunbar 25064
768-0389

Cost per child: $25/week; age range: 2-4; services: lunch, nap facilities.

Bible Center
Church Day Care Center
1111 Oakhurst Dr, Charleston 25314
346-0431

Cost per child: $30/week; age range: 2-6; services: lunch, snack, nap facilities.

Canterbury Day Care Center
P.O. Box 397, Institute 25112
768-6611

Cost per child: $18.50/week; age range: 2-8; services: lunch, snack, nap facilities.

Child Care Centers, Inc.
310 East Washington St.
Charleston 25301
342-4427

Cost per child: sliding scale used; age range: 3-8; services; lunch, nap facilities.

Davis Creek
Nazarene Day Care Nursery
102 Nazarene Dr.
South Charleston 25309
744-1725

Cost per child: $24/week; age range: 2-11; services: lunch, snack, nap facilities.

Kanawha County Family and
Children's Service Center
P.O. Box 903
Lewis and Shrewsbury Sts.
Charleston 25301
342-0872

Cost per child: $30/week; age range: 18 mos-12; services: transportation, breakfast, lunch, nap facilities.

Kiddie Kollege Storyland
Kentucky and Walnut Sts.
South Charleston 25309
768-7417

Cost per child: $28/week; age range: 2-11; services: transportation, lunch, snack, nap facilities.

Oakhurst Presbyterian Church
Day Care Center
P.O. Box 1132, 1134 Oakhurst Dr.
Charleston 25314
346-7158

Cost per child: $25/week; age range: 2-8; services: transportation, lunch, nap facilities.

Orchard Manor
Child Development Center
1005 Griffin Dr, Charleston 25312
346-4931

Cost per child: $20/week, sliding scale available; age range: 2-8; services: lunch, snack, nap facilities.

Punch and Judy
Day Care Center
2134 Washington Ave.
St. Albans 25177
727-7674

Cost per child: $27/week; age range: 2-9; services: lunch, nap facilities.

Ruffner Day Care Center
1698 Quarrier St.
Charleston 25311
346-5572

Cost per child: $30/week; age range: 2-10; services: lunch, nap facilities.

Shawnee Community
Day Care Center
2806 W. 4 St, Dunbar 25064
768-2771

Cost per child: $18.50/week; age range: 2-11; services: lunch, nap facilities.

St. John Heart and
Hand Day Care Center
212 D St, South Charleston 25303
744-2845

Cost per child: $27.50/week; age range: 2-12; services: transportation, breakfast, lunch, snack, nap facilities.

YWCA Day Care Center
1114 Quarrier St.
Charleston 25301
346-0597

Cost per child: $27/week; age range: 2-6; services: lunch, nap facilities.

MARION COUNTY:

Salvation Army
Day Care Center
P.O. Box 1047
Fairmont 26554
366-0911

Cost per child: $6/day; age range: 2-6; services: breakfast, lunch, snack, nap facilities.

MERCER COUNTY:

Bluefield Child Care Program
Hatter Hall
Bluefield State College
Bluefield 24701
325-3988

Cost per child: income restrictions used; age range: 2-5; services: transportation, lunch, snack, nap and medical facilities.

Child Development Center, Inc.
P.O. Box 1217
Princeton 24740
425-5652

Cost per child: $5/day; age range: 2-8; services: breakfast, lunch, dinner, nap and medical facilities.

Mother Goose Nursery
1609 Stadium Dr.
Bluefield 24701
325-3757

Cost per child: $24/week; age range: 2-10; services: transportation, breakfast, lunch, nap facilities.

MINERAL COUNTY:

Developmental Center, Inc.
50 Clary St, Keyser 26726
788-0788

Cost per child: free; age range: 2-24; services: transportation, breakfast, lunch, nap facilities.

MINGO COUNTY:

West Williamson
Day Care Center
P.O. Box 1758, Williamson 25661
235-3270

Cost per child: $5/day; age range: 2½-8; services: lunch, nap facilities.

MONONGALIA COUNTY:

Morgantown PEECH Center
305 Willey St, Morgantown 26505
296-1731

Cost per child: sliding scale used; age range: 2-5; services: breakfast, lunch; programs for children who are mentally or physically handicapped, or have learning or developmental disabilities.

Presbyterian Community
Child Development Center
331 Forest Ave, Morgantown 26505
292-2194

Cost per child: $25/week; age range: 2½-6; services: lunch.

Scott's Run Settlement House
Day Care Center, Inc.
Osage 26543
599-5020

Cost per child: sliding scale used; age range: 2-6; services: breakfast, lunch, nap and medical facilities.

Suncrest Cultural Center
3109 University Ave.
Morgantown 26505
599-3816

Cost per child: $23.50/week; age range: 2-6; services: lunch, nap facilities.

OHIO COUNTY:

King's Daughters
Child Care Centers
124 Elm St, Wheeling 26003
242-2380

also at: 60 13 St, Wheeling 26003
233-1114

Cost per child: $5.25/day; age range: 3-7; services: lunch, snack, nap facilities.

Wheeling Child Care Center
993 Terrace Ave, Vineyard Hills
Wheeling 26003
232-3720

Cost per child: free (income restrictions used); age range: 3-5; services: lunch, nap facilities; programs for children who are physically or mentally handicapped, or have learning or developmental disabilities.

PRESTON COUNTY:

Preston County
Child Care Center
105 Albright Rd, Kingwood 26537
329-2425

Cost per child: free (income restrictions used); age range: 2-5; services: lunch, snack, nap facilities; programs for children who are physically or mentally handicapped, or have learning or developmental disabilities.

PUTNAM COUNTY:

Teays Valley
Child Development Center
P.O. Box 66, Scott Depot 25560
755-5251

Cost per child: $5/day; age range: 2-8; services: lunch, nap facilities.

RALEIGH COUNTY:

Land of Oz
Nursery and Kindergarten
1401 South Kanawha St.
Beckley 25801
252-1206

Cost per child: $25/week; age range: 2-10; services: breakfast, lunch, nap facilities.

The Learning Tree
715 North Kanawha St.
Beckley 25801
252-0749

Cost per child: $30/week; age range: 3½-6; services: lunch, nap facilities.

RANDOLPH COUNTY:

Appalachian
Mental Health Center
Therapeutic Day Care
Nursery Program
Box 1170, Elkins 26241
636-3232

Cost per child: sliding scale used; age range: 4-5; services: transportation, lunch, programs for high-risk disabled children.

ROANE COUNTY:

Roane County Day Care Center
Route 1, Box 93-B, Spencer 25276
927-4206

Cost per child: free (income restrictions); age range: 3-5; services: transportation, breakfast, lunch, snack, nap and medical facilities; programs for physically and mentally handicapped children, and those who have developmental and learning disabilities.

TYLER COUNTY:

Tyler County
Head Start Day Care Center
301 Broad St, Middleboure 26149
758-2331

Cost per child: free (income restriction); age range: 3-5; services: transportation, breakfast, lunch, snack, nap facilities.

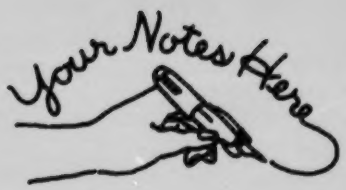
WOOD COUNTY:

Jack and Jill Day Nursery
1304 Erie St, Parkersburg 26101
485-1111

Cost per child: $20/week; age range: 2-9; services: lunch, snack, nap facilities.

Parkersburg Day Nursery
1021 Market St, Parkersburg 26101
422-0862

Cost per child: sliding scale used; age range: 3-6; services: breakfast, lunch, nap facilities. ■



Organizing a Day Care Center

by June Santee

Selecting a facility

Familiarize yourself with the licensing requirements of the Day Care Unit of the West Virginia Department of Welfare. Using these requirements as a guideline, obtain a tentative facility. To find out if the facility meets the state's licensing requirements, how many children it could serve, and what modifications are necessary to meet the state's health, building, and fire requirements, ask for a site-visit from the Licensing Board of the West Virginia Department of Welfare's Day Care Center Unit; the West Virginia Department of Health's Bureaus of Nutrition and Sanitation; and the State Fire Marshall. The local zoning ordinances also need to be checked because these sometimes limit the location of a day care program.

Legal requirements

The day care center must be established either under the charter of a sponsoring institution or organization, or incorporated as a separate nonprofit organization. As a nonprofit organization, the center must submit the necessary legal papers to the Secretary of State for approval.

If it is a nonprofit day care program, it must have a board of directors or an advisory board, made up of a group of citizens who are interested in day care services and are a representative cross-section of the community. Proprietary centers founded for profit by individuals are not required to have a board of directors. After the charter or articles of incorporation have been granted and the board of directors organized, the board should then draft by-laws to establish how it will discharge its responsibilities.

Personnel

The personnel committee, formed from the governing board, should develop clearly defined personnel policies in writing. It should also write job descriptions for each staff position within the program and develop an organizational chart which shows the relationship of each position to the others within the organization. A plan for wage and salary administration must also be designed.

The personnel committee will then determine what criteria to use in screening and selecting personnel. It will want to devise written application forms, hold interviews with potential applicants, and require and check references. After personnel have been selected and hired, they should be given a copy of the program's personnel policies and their own job descriptions.

Listings excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).

Budgeting, management, and records

To develop a practical and realistic budget, the director of the center should determine what present and future expenses will be incurred. These include compensation and fringe benefits for staff (insurance, unemployment compensation, etc.), the cost of equipment and supplies, rent and the costs of administration (office overhead), telephone, postage, duplication and printing, and any miscellaneous items. Once you know what your total costs are for a year of operation, then the director can develop a fee schedule for the services of the center.

An accounting and bookkeeping system is essential and the center should seek the advice and services of an accountant or bookkeeper. Detailed records should be kept. These include financial records; personnel records; records on every child enrolled in the program, both for your own purposes and for reporting to the state; and an up-to-date inventory of all the equipment (non-expendable property) in the center. A system should be devised of distributing the supplies and equipment in an orderly way.

Recruitment of children

The recruitment process involves determining eligibility standards, admission procedures, and methods for recruiting children. This of course should be developed after decisions are made concerning whom the center will serve and what will be offered.

Setting up the day care program

Determine the age-groups the program will serve, such as: infants and toddlers, preschool, and school age. Careful thought should be given to creating an environment in which children can learn, create, and share with both other children and the teacher. Develop a room arrangement that allows at least thirty-five to fifty square feet per child of open play space. The children's daily schedule ought to be flexible, yet consistent.

Select and purchase equipment for activities in areas such as art, woodworking, science, music, sand and water, library, culture (black, Appalachian), and play (manipulative activity). Select and purchase equipment for an outdoor play area, furniture appropriate to the ages of the children to be served, supplies necessary for the teacher, food service equipment, and supplies for housekeeping chores.

Health and nutrition

A health care program should include procedures for emergency treatment and a health education program for staff, as well as for children and their parents. The center should establish an advisory committee of physicians, dentists, and other health professionals in the community.

Child Care Publications

Bureau of
Child Development Services
Project Head Start
P.O. Box 1182
Washington, DC 20013

Rainbow Series, a program series of 12 booklets, deals with every facet of group day care: infant care; staff training; use of volunteers; health services; and parent involvement. They are meant for Head Start centers, but can be used as a resource by parent cooperatives.

Child Welfare League
of America, Inc. (CWLA)
67 Irving Place, New York, NY 10003

CWLA publishes well-writtten, up-to-date literature on day care. Write for the publications list.

Corporations and Child Care
Cookie Aunn and Georgia Sassen
Women's Research Action Project
P.O. Box 119, Porter Square Station
Cambridge 02140

Packed with information, this book investigates the quality and drawbacks of corporate child care. Published in 1974, it includes an extensive resource list.

Day Care and Child Development
Council of America, Inc.
1012 14 St, NW
Washington, DC 20005
202-638-2316

The central distributor of books, pamphlets and films about child care in the United States. All materials are screened for quality and availability. Members are offered at 30 percent discount on most selections. Request the catalog, 'Resources for Child Care.' Also useful is the newsletter, 'Voice for Children,' which informs members about legislation, workshops, conferences, and new programs. In addition, the Council offers technical assistance to members' child care projects and lobbies for better child care legislation. Job placement information is also available for day care workers and centers.

Nutrition is a critical part of any day care center's or nursery's services and should be incorporated into the children's educational program. Careful planning should be given to breakfast menus and varied and nutritious morning and afternoon snacks. For reimbursement of the costs of the center's food program, contact the School Food Services of the West Virginia Department of Education, 1900 Washington St. East, Charleston 25311; 348-2708. Both a plan to involve parents and volunteers in the program and a referral system to community agencies should also be developed.

Staff development

A training plan, including both pre-service and in-service preparation appropriate to the needs of the total program, including those of staff, parents, and volunteers should be developed, and methods and procedures for its implementation determined.

Evaluation

Regular, periodic evaluations of the center's program should examine the following: staff (interaction with children and other staff members); children (social, emotional, physical, and intellectual development); physical environment (effective use of space, equipment and facilities); daily program (flexibility, ability to meet children's needs); parents' involvement; office management; supportive services (health, nutrition, social services, volunteers). ■

■ © Rosalyn Gerstein, *Day Care*

The Day Care Book
Vicki Breitbart
Knopf, New York, NY, 1974.
$3.95 (paperback)

A collection of articles on child care that covers the gamut from parent and children in communes to an analysis of day care politics. One section discusses how to start a child care center.

Day Care: How to Plan, Develop and Operate a Center
E. Belle Evans, et al.
Beacon Press, Boston, MA, 1973.
$3.95 (hardcover)

A thorough resource book for people starting child care centers, though some of the funding and regulations information is outdated. Good bibliography included.

Guide for Establishing and Operating Day Care Centers for Young Children
Dorothy Beers Buguslawski
Child Welfare League
of America, Inc.
67 Irving Place
New York, NY 10003

A comprehensive guide to setting up and maintaining a child care center. Topics include licensing; financing; locating space, staff and administration; and parent participation. The appendix lists suggested equipment, readings, organizations, and diagrams of ideal centers. Published in 1975, $3 (paperback)

How to Operate Your Day Care Program
Ryan Jones Associates, Inc.
906 Pennsylvania Ave.
Wyoming, PA 18644

A thorough step-by-step guide to establishing a center. Sample forms and checklists included. Write for price information.

How to Organize A Child Care Center
Women's Action Alliance
370 Lexington Ave.
New York, NY 10017

A basic, general guide for establishing a child care center. It contains practical information on determining community needs, obtaining funds, and setting up a curriculum.

Particularly valuable for people who have never been involved in a child care center, this booklet gives an overview of the process involved and provides the reader with more extensive sources. Published in 1975, $1.50

How to Start Your Own Preschool Playgroup
Harriet M. Watts
Universe Books
New York, NY, 1973.
$2.95 (paperback)

A guide for planning and running a playgroup for preschoolers, with lots of ideas and advice on keeping children creatively occupied.

Playgrounds for Free
Paul Hogan
MIT Press, Cambridge, MA, 1974.
$9.95 (paperback)

Diagrams and photos of cheap and durable playground structures, and information on locating surplus materials and craftspeople. A must for anyone planning a playground.

Who's Minding the Children?
Margaret O'Brien Steinfels
Simon and Schuster, New York, NY, 1974. $2.95 (paperback)

One of the best books on the issues and strategies of the politics of day care. Clearly presented from a historical as well as contemporary point of view.

Women's Bureau
Employment Standards Administration
U.S. Department of Labor
Gateway Bldg, Rm. S-3002
3535 Market St.
Philadelphia, PA 19104

The Women's Bureau publishes 'Federal Funds for Day Care Projects' that lists over 40 federal programs offering financial assistance for day care projects. Also available are 'Day Care Facts,' a survey of existing programs and child care needs; 'Day Care Services: Industry's Involvement,' and 'Child Care Services Provided by Hospitals.' The above address serves West Virginia. These publications can also be obtained from the central Women's Bureau, 14 St. and Constitution Ave, Main Labor Bldg, Washington, DC 20210. ■

Day Care: How Another Government Solved the Problem

by Julie Mester

In Hungary, where I grew up, child care facilities were grossly inadequate for a long time. It was common to see parents on buses and subways at daybreak, holding their infants and small children on their laps en route to whatever child care arrangements they had managed to make.

After years of study and continued public demand for more day care facilities, the Hungarian government realized that it would benefit financially if it allowed working mothers to stay home with pay, rather than build and staff day care centers to absorb the number of children in need of them.

It turned out to be a sensible and practical solution. It has been standard practice in socialist countries to give all pregnant women, regardless of economic standing, clothing for their children and, in the case of working women, maternity leave with pay until their children reach the age of three, and child subsidy payments until they reach age sixteen.

Perhaps our government should consider a similar system. By no means would this be a solution for all women. However, since most mothers work because of financial necessity, a salary for mothers would relieve both money problems and any feelings of guilt felt by those mothers who must leave their children in another's care. In this way, a woman could meet her maternal responsibility and yet be able to pursue her personal interests as well. ■

Part II:

Your Child's Learning

■ © Rosalyn Gerstein, *Preschool*

Teaching Your Child to Read

by Barbara Yeager

Some children seem to belong with books as fish belong in water. We've all seen these youngsters, engrossed in their horse stories, their science fiction, their mysteries, while phones ring, dishes clatter, dirty rooms pile up all around them. Their noses are pushed against a page trying to get some hero or heroine out of trouble. These are 'readers.' They seem to do better in school, have a larger vocabulary, and test better. Then there is the 'nonreader.' This child has little interest in books, grumbles if you mention one, and as a result may be struggling in school.

Reading, though, is like anything else: it comes easy for some and is a struggle for others. But then, developing any skill follows that same pattern. Some people are naturals and others must practice. However, the more you love what you are doing, the more likely are you to master and use those skills throughout your lifetime.

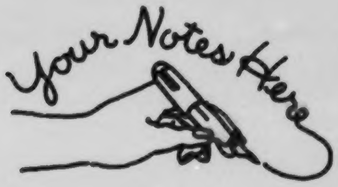
Parents play an essential role in the reading life of the child. This role begins at birth and continues until the child is independent. We may look at the reading life of the child as being divided into two periods: before s/he reads her/himself, and after s/he reads alone. Parents' assistance to the child is different in each of these periods.

Before your child reads: preparation

During the prereading days, which usually coincide with preschool years from birth to age six, parents are involved in developing the child's attitude towards books and reading. If the child begins the school years with a love of books and an interest in stories and poems, s/he will be anxious to read.

The first contact with literature comes when mother or father sings 'Rock-a-bye-baby' and other lullabies, and later plays with the child such finger games as 'pat-a-cake,' 'this little piggy went to market,' and 'peek-a-boo.' These finger plays and nursery rhymes are part of the Mother Goose tradition and what is known as the 'oral literary tradition.' Often a family has its own tradition of songs, poems, or stories which have been passed down from one generation to another by word of mouth.

The child is ready for his/her first book at about five months, when the baby can grab a rattle, kick a mobile, and stretch to



reach the ball in the corner of the crib. The child will hold, chew, and flip the pages of this book, so it should be nontoxic, colorfast, and made of cloth. You may wish to create some 'Patch Books' for your child. Take scrap material of any size and all colors, cut patches and stack them. Sew a seam down the side of the patches, and the child has a colorful book-like toy. If you want to get fancy, stitch designs on the 'pages' or patches, and s/he will be attracted to these, too.

Between eighteen months and two years (give or take a few months because every child develops at a different rate), the child will be able to listen to a story, though the attention span is not long. S/he cannot follow an intricate plot just yet, but can look at pictures and follow a simple story line. At this age, too, the child is chewing, ripping, crumbling, and eating anything s/he can. You might consider buying a few small, inexpensive books which you find at the discount stores and supermarkets for this age child.

Reading books to the child is very important at this stage in life. Hold the child on your lap when you can. S/he associates security and literature as a result of this experience and feels favorable toward books. The child will demonstrate a love of reading by asking you to read over and over. Fathers especially make a good impression on children by reading to them.

At this age, storytelling also can begin. Parents can relate the traditional fairy tales. Fairy tales are much better told than read.

Parents sometimes need to have the stories refreshed for them before telling them, so you may want to invest in a good collection. Remember to select the simple stories for telling to your children.

Storytelling can take place anywhere or anytime. Try telling tales as you wash dishes, drive around town on the daily runs, wait in the dentist's office, or at bedtime. You will find your child ready to listen as long as the story is not too complicated to follow. You can always judge the appropriateness of a certain story by the child's reactions to it. If the story does not interest the child, s/he will be off your lap, or off into her/his own imaginary world before you get very far into the tale. You can stop the story and try it a few weeks later.

By about age three, the child is maturing very quickly. At this point you and your child may converse about the story and the pictures. It is now time to provide a little better book than those you found in the supermarket or the discount store for under fifty cents. Since these better books can be quite expensive, you may wish to rely on your library. Librarians can be very helpful in making suggestions about good books.

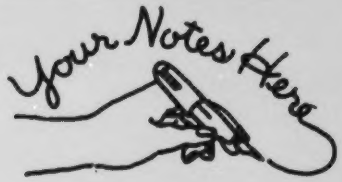
Between ages three and five you have a child whose mind is developing rapidly. Children at this age can carry on conversations, make decisions, imitate others, create imaginary friends, reread their books in their own fashion, and begin to spend time looking at pictures. Illustrations suddenly become very important. They are the means by which the child reads the book. Talk to the child about the illustrations. Point out the color of the flowers, the birds sitting in trees, the detail on balls or other toys in the picture. Soon, the child will begin to point these things out to you. In this way, you are developing visual as well as verbal skills in your preschool child.

The reading program

Your child now needs a library card. Schedule visits to your public library at least every two weeks; teach your child how to behave in the library. Be aware of the child's current interests and those that may develop over the two week period. Also explore with your child new subjects. For example, if you have a son who is on a cowboy kick, he probably would enjoy horse stories, too. If you are building a new house, books about this would be fun for the child. If you are moving, or getting new neighbors, or going to the dentist, or your child's tonsils are to be removed, get books from the library that treat these subjects. The child needs to know that literature is not isolated from everyday life, but can increase understanding of what is happening around him/her.

When selecting library books also consider the format of the book: its size, shape, cover, type of paper, size of print, etc. Format refers to all those things which make the book attractive

■ Photo: Geoffrey Biddle



to the child. If the book is too heavy, falling apart, if the color or print quality is poor, the book won't be pleasant to read.

Once you have made the library visits a habit, the child will begin to select books from the shelf. Set a limit on the number of books the child may select, and be sure that you supplement your child's selections with your own. When a child finds a book s/he likes - that is, one which is asked for over and over, day after day, library trip after library trip - it is a good idea to purchase this book for the child.

After the child can read for him/herself, the parent should still be involved with the child's book selection. The parent now must show a sincere interest in developing reading skill by listening to and praising the child as s/he reads aloud. The parent can gently lead the child to more difficult reading material as well as guard against the selection of books which may frustrate the child because the level is higher than the child's ability.

Children also benefit from discussing the contents of the books they read. If parents will take an interest in what the child is reading (even to the extent of reading some of the juvenile novels at the fourth, fifth, and sixth grade levels in order to discuss the books with their children), the child feels a sense of importance, maturity, and acceptance. If the parents read, too, and the child is aware that they consider reading important and enjoyable, the youngster will be more likely to stay with his/her books.

The struggling reader

After the child has mastered the skill of reading, usually by the end of the third grade, it is sometimes difficult to keep him/her reading during the fourth, fifth, and sixth grades. If the child seems to lose interest in books, do a quick review of the material s/he has been reading. Your child may be bored or frustrated with the books s/he has selected. In that case, get the child some easy-to-read and heavily-plotted mysteries. The action of a good mystery will hold the reader's interest and increase reading speed. Be careful that these books are not too thick or that the print is not too small. The developing, and especially the struggling, reader needs to experience the satisfaction of having finished a book.

If these ideas don't succeed with your lost reader, ask your child to read to younger children. Select only humorous books. Let your child know that s/he is doing a big favor for you by reading to the younger children in the home or neighborhood. S/he will be working on reading skills and at the same time, enjoying the experience.

Making our children aware of books takes time, interest, and concern. But then, what better gift can we give our children than a love of reading - the key to the world of beauty and ideas. ■

Is Your Child Getting An Equal Education?

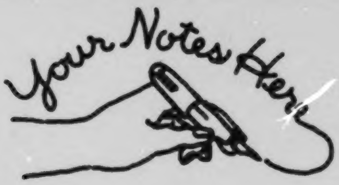
What You Can Do

by Jeanne Powell

Sexism is the assignment of certain expectations, traits, or abilities to persons solely on the basis of their sex. Sexism is a form of discrimination practiced by many people who would be appalled at the thought of discrimination on the basis of race. They are often unaware of their sexist attitudes. Parents and students must take an active role if a complete elimination of sexism is to be achieved.

What can a parent do? First, listen to student accounts of school and classroom activities. Is one set of behavior expected of boys and another of girls? Are students expected to conform to sex stereotypes when choosing classes, programs of study, or future careers? (For example, boys interested in science are advised to become doctors, while girls with the same interests are encouraged to be nurses.)

■ Photo: © Jon Chase, *Soccer Game*



Observe the classroom and look at the books, materials, and standardized tests the students use. Get acquainted with the school system. Do courses include content by and about women? Are problems associated with sex stereotyping discussed in the appropriate courses (for example, secondary-level courses in psychology, political science, or sociology)? In physical education classes at all levels, do both sexes have equal access to equipment, gymnasiums, funding, staff? Are both sexes welcome to enroll in industrial arts, home economics, or secretarial skills courses? Does the school system make an attempt to screen new materials for sexist content? *(See What is Nonsexist? An Evaluation Checklist in this chapter.)*

Do women constitute half of both the teaching faculty and administration? Are women encouraged to seek educational opportunities eventually leading to promotion? Are teachers assigned to certain grades, departments, or levels by sex? (For example, are only women assigned to teach at the primary levels?) Does the school system seek to eliminate sexism through staff development programs such as in-service training, coursework requirements, or school-sponsored consciousness-raising groups for teachers?

If you feel there is sex discrimination in the local school system, there are people and laws which can help. Title IX of the Education Amendments, passed by Congress in 1972 guarantees female students and workers equal rights in all educational institutions funded by the federal government. This includes institutions where only one student may be receiving federal assistance. The law also applies to public elementary and secondary schools. *(See What is Title IX in the Learning chapter of this book.)*

Each county in the state has a Title IX coordinator whose job it is to enforce the law. Contact this person at your county Board of Education office, or write directly to the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, DC 20024. The West Virginia Human Rights Commission, 1036 Quarrier St, Charleston 25301, may also be of assistance. Finally, you can contact the Equal Educational Opportunities Coordinator, West Virginia Department of Education, Building 6, Capitol Complex, Charleston 25305; 348-3303. *(See also in the Women's Work chapter of this book the following articles and listings: How You Can Recognize Sex Discrimination; Laws Against Discrimination in Employment; and Resources for Combatting Sex Discrimination.)* ■

What is Nonsexist?
An Evaluation Checklist

by Jeanne Powell

Nonsexist materials should exhibit some of the following characteristics:

☐ Male and female characters respect each other as equals.

☐ All members of the family participate regularly and equally in household chores.

☐ There are favorable presentations of mothers employed outside the home.

☐ Women working outside the home hold administrative and/or technical jobs. They are not all teachers, librarians, nurses, secretaries, or social workers.

☐ Fathers take an active and competent part in housekeeping and child rearing, and are depicted showing feelings of tenderness.

☐ Girls and boys participate equally in physical activities.

☐ Girls and boys participate equally in intellectual activities.

Much of the information for this article obtained from the Charleston area N.O.W, P.O. Box 2655, Charleston 25330.

■ © Rosalyn Gerstein, *Junior King and Queen, Fairgrounds*

☐ One-parent families are portrayed, and the portrayal does not suggest that single parenthood automatically is damaging to children.

☐ Multiple-parent families (divorced, remarried) are portrayed and the portrayal does not suggest that such family conditions are automatically damaging to the children.

☐ Adults who have chosen not to marry are portrayed favorably.

☐ Both girls and boys are shown to be self-reliant, clever, and brave - capable of facing their own problems and finding their own solutions.

☐ Both girls and boys are shown expressing a wide range of emotions and feelings.

☐ There are no unchallenged and derogatory sex-stereotyped assumptions, such as 'Boys make the best architects,' or 'Girls are silly.' Derogatory terms such as 'tomboy,' 'sissy,' and 'old maid,' are omitted.

☐ Both boys and girls have a wide variety of career options.

☐ Nonsexist job titles are used: for example, letter carrier, not mailman.

☐ There are equal numbers of stories with girls and boys as central characters.

☐ The male noun or pronoun (mankind, he) is not used to refer to all people.

☐ Girls' accomplishments, not their clothing or features, are emphasized. Clothing and appearance are not used to stereotype characters.

☐ Nonhuman characters and their relationships are not personified in sex-stereotypes (for example, depicting dogs as masculine, cats feminine). Books which incorporate biographies also include biographies of women.

☐ Minority and ethnic groups are included and not treated stereotypically. ■

■ Susan Meiselas, *Clear Creek, West Virginia* © Magnum Photos, Inc.

■ Photo: Susan Meiselas, *West Virginia* © Magnum Photos, Inc.

Nonsexist Learning Resources

Local

Title IX:
What Does It Mean to You?
c/o Affirmative Action Officer
West Virginia
College of Graduate Studies
Institute 25112
768-9711

A 30-minute videotape. Can be borrowed at no charge.

National*

All of Us, Inc.
465 17th St. NE, Salem, OR 97301

Paperback booklets for children, all nonsexist and some bilingual. Write for a publications list.

Biased Textbooks:
Action Steps You Can Take
Lenore Weitzman and Diane Rizzo
National Foundation for
the Improvement of Education
Washington, DC 20210, 1974.
$1 (paperback)

Council on Interracial
Books for Children (CIBC)
1841 Broadway, Rm. 300
New York, NY 10023

Materials to combat sexism and racism. Training and workshops also available. Write for a catalog of publications, or subscribe to the 'Bulletin,' CIBC's periodical on sexism and racism.

Emma Willard
Task Force on Education
P.O. Box 14229, University Station
Minneapolis, MN 55414. $4

Sexism in Education is a book containing information and tools which can be utilized in the classroom. Also includes an extensive bibliography.

Feminist Resources
for Equal Education
P.O. Box 3185
Framingham, MA 01701

These women have developed sets of photographs depicting positive and varied female role models. Two sets of eight photos are available: 'Community Helpers' ($2.50 plus $.35 postage) and 'Professional Women' ($2.50 plus $.35 postage).

The Feminist Press
SUNY/College at Old Westbury
P.O. Box 334
Old Westbury, NY 11568

A major source of nonsexist resources and curricula. The Feminist Press has several nonsexist children's books as well as books and bibliographies on sexism. A high school women's studies curriculum is available. Write for a catalog of publications and information on educational projects.

Free To Be Foundation, Inc.
Ms. Magazine, Dept. FTB
370 Lexington Ave.
New York, NY 10017

Free to Be You and Me, an award-winning children's record, contains

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*Excerpted with permission from *The Women's Yellow Pages: Original Sourcebook for Women, New England edition*, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).

■ © Rosalyn Gerstein, *Talli*, Age 16

songs, stories, poems, and humorous sketches. Also in book form. Both can be ordered directly from *Ms.* magazine.

Girls Are Equal Too:
The Women's Movement
for Teen-agers
Dale Carlson
Atheneum, New York, NY, 1973.
$6.95 (hardcover)

A basic introduction to feminism, written for teenagers. It covers the socialization process, a short history of women's oppression, work, and marriage. This book would serve well as a springboard for discussion and further reading.

A Guide to
Non-Sexist Children's Books
Judith Adell and Hilary Pole Klein
Academy Press Limited
Chicago, IL, 1976. $3.95 (paperback)

The Guide lists and describes nonsexist literature for children from preschool to high school.

Learn Me
Teachers, Parents, Students Store
642 Grand Ave, St. Paul, MN 55105

Their annual catalog lists over 700 learning materials, all chosen for their nonsexist, nonracist content. Descriptions and evaluations of each item make the catalog a good resource for teachers and parents. Items for sale include books (preschool to adult), toys, games, arts and crafts, and teaching aids.

The Liberty Cap
1050 Newell Rd.
Palo Alto, CA 94303

A monthly bibliographic newsletter of recently published nonstereotyped children's books and resources.

Little Miss Muffet Fights Back
Feminist Book Mart
41-17 150 St.
Flushing, NY 11355, 1974.

A bibliography of 180 books suitable for children, with short but lively reviews. The books were chosen for their quality and their portrayal of active girls and women. A useful appendix gives suggestions for promoting nonsexist literature, writing and submitting a children's book manuscript, and further investigating nonsexist literature. $1.

Lollipop Power, Inc.
P.O. Box 1171
Chapel Hill, NC 27514

Nonsexist, nonracist children's books. Send a stamped, self-addressed envelope for a list of publications and prices.

Ms. Magazine
370 Lexington Ave.
New York, NY 10017
$1 (newsstand price)

Ms.'s monthly children's department features excerpts from newly published, recommended books for young readers.

New Seed Press
P.O. Box 3016, Stanford, CA 94305

New Seed Press has published four nonsexist children's books: *Fanshen the Magic Bear, Peter Learns to Crochet, The Purple Story,* and *Some Things You Just Can't Do Yourself,* all priced from $.30 to $.60.

Odeon Films
1619 Broadway
New York, NY 10019

Sugar and Spice, a 16 mm color film on nonsexist education, deals with parent and teacher awareness of sexism and methods of implementing nonsexist curriculum. Produced by Odeon and developed by the Women's Action Alliance of New York. Contact Odeon for price information.

Other Choices for
Becoming a Woman:
A Handbook to Help
High School Women
Make Decisions
Joyce Slayton Mitchell
Dell, New York, NY, 1974.
$1.25 (paperback)

This book explores various options in relationships and life planning for high school women. Chapters include making career decisions; choosing a trade, technical, or business career; and choosing a college.

Racism and Sexism
Resource Center for Educators
1841 Broadway, Rm. 300
New York, NY 10023

Materials available for combating sexism and racism. Training and workshops given to school systems and other groups. Write for information on publications.

Resource Center on
Sex Roles in Education
National Foundation for
the Improvement of Education
1201 16 St, NW
Washington, DC 20036

A national clearinghouse of materials dealing with sex-role stereotyping in elementary and secondary schools. Technical assistance given to groups. Write and ask to be included on their mailing list.

Sexism & Youth
Diane Gersoni
R. R. Bowker Co,
a Xerox Education Co.
P.O. Box 1807
Ann Arbor, MI 48106, 1974.
$11.50 (hardcover)

Sexism in Children's Books:
A Bibliography
KNOW, Inc.
P.O. Box 86031
Pittsburgh, PA 15221

A bibliography of articles and studies about sexism in children's literature. You must order a minimum of 10, at $2 each. All orders must be prepaid.

Silenced Majority:
A Women's
Liberation Multi-Media Kit
Media Plus, Inc.
60 Riverside Dr, #110
New York, NY 10024

Designed for high school, college, and adult groups. Records, discussion guides and posters on women's liberation, jobs, law, and education.

Toys for Free Children
Letty Cottin Pogrebin
Ms. magazine, December, 1973.
$1 (newsstand price)

Ms. Pogrebin discusses the impact of toys on a child's growing sense of awareness in this issue of *Ms.* magazine. She also provides a list of good toys, including information on age-appropriateness and price.

**We'll Do It Ourselves:
Combatting Sexism in Education**
Barbara Yates,
Steve Werner, David Rosen, Eds.
Student Committee,
Study Commission on
Undergraduate Education and
the Education of Teachers, 1974.

Unlike most literature on the subject, this book covers sexism and discrimination against gays and blacks on the college level. Lengthy articles are followed by extensive bibliography and resource lists. Good resource for college women's groups. Available through the Nebraska Curriculum Development Center, Andrews Hall, University of Nebraska, Lincoln, Nebraska.

**Women in Education:
Changing Sexist Practices
in the Classroom**
Marjorie Stern, Ed.
American Federation of Teachers
Order Department, Publication #600
11 Dupont Circle, NW
Washington, DC 20036

Teachers concerned with sexism in the classroom will find a wealth of information and suggestions in this 74-page booklet. The first half consists of reprinted articles concerning sexism from elementary school to college; the second half lists alternative curricula and assorted bibliographies. $1.50

Women on Words and Images
P.O. Box 2163, Princeton, NJ 08540

This group has published a pamphlet, 'Dick and Jane as Victims,' a classic study of sexism in children's readers. The pamphlet costs $2, prepaid. Also available is a 25-minute slide show with accompanying script and cassette tape for rent or purchase.

Women's Action Alliance
370 Lexington Ave.
New York, NY 10017

The Alliance's Nonsexist Child Development Project has produced several nonsexist, multi-racial materials for young children and the book, *Non-Sexist Education for Young Children: A Practical Guide*, Citation Press, NY, 1975, $3.25. Write the Alliance for a brochure.

■ Photo: Kelly Wise, *Morning Washes*

Dollars and Sense

S&A
OPERATION: FOOD PRICE ROLLBACK
WOMEN UNITED FOR ACTION
25¢ CELERY
The Feminist Times
0¢ WORTH OF CHUCK HOULDN'T COST US A ~~BUCK~~ $1.39
WOMEN UNITED FOR ACTION

■ © Bettye Lane

Consumer Beware! Common Fraudulent Practices

compiled by Susan Hendricks

Deceptive Advertising

The most dishonest advertising gimmick is 'bait-and-switch.' A merchant advertises a product at a bargain price; shoppers who respond to the ad are informed that the 'bargain' has been sold out, but another - more expensive - model is available. Sometimes supplies of the 'bargain' are stocked within the store, but the merchandise is obviously no bargain. Again the shopper is shown a more expensive model.

When you are confronted with a bait-and-switch scheme, your main line of defense is to think over your purchase. High quality merchandise generally is more expensive; however, you may be paying an inflated price for features that you don't really need.

The best defense against dishonest merchants is self-education. Shop around before making any major purchase. Scrutinize ads. It is unlikely that you will find a good color television set for $79; if you see one advertised, that should be your clue something is wrong.

Don't be taken in just because a business is large or nationally-known. One of the nation's largest retail chains, with numerous stores in West Virginia, has been hauled into court several times in recent years on charges of pulling bait-and-switch frauds. Before making a purchase, check out a merchant's reputation with friends and consumer protection groups. *(See listings under Fighting the Consumer Battle in this chapter.)*

If you discover that a merchant is guilty of deceptive advertising, report your findings to the media that carried the advertising, consumer protection agencies, and city, county and state consumer protection agencies.

If a store is out of an advertised item, complain to the manager. Reputable businesses will generally offer you a raincheck.

Freezer Meat 'Bargains'

A common 'bait-and-switch' scheme is door-to-door or advertised sales of quarters or halves of beef at incredibly low prices.

It is estimated that there are approximately 300 bait-and-switch outlets operating across the country. With an outlay of less than $5,000, these dishonest vendors can lease a store with a beef cooler, buy other necessary tools, and go into business to cheat you.

When the customer responds to the bait, s/he is shown an old side of beef with dark meat and yellow fat. The disappointed customer points out that the beef is no bargain, and the slick salesperson convinces him/her not to buy it.

The salesperson then calls the customer's attention to other halves hanging nearby that are fresh, red and trimmed of excess fat, but have a per-pound price much higher than that of the advertised beef. (Don't forget that a side of beef may include large amounts of fat and bone. The U.S. Department of Agriculture estimates that the average side of beef will yield about 50 percent edible meat and 50 percent bone and fat.)

Sometimes meat is advertised as 'Heavy Western Beef.' The customer who responds receives the same dark meat and yellow fat treatment. This time, however, s/he is told that the side is cow meat and can't compare with the steer cuts sold in stores. The disappointed customer is then switched to more expensive meat.

A customer who agrees to buy more expensive, higher quality meat may not receive what s/he thinks s/he is buying. Not being able to stand guard over the particular beef section s/he selected while it is being cut and packaged, s/he often receives meat of an inferior quality.

There are facts about the weight of a side of beef that bait-and-switch operators use to their advantage - and the customer's disadvantage. Meat sold in bulk is sold at its 'hanging' weight, which is uncut and untrimmed. For example, a 400-pound side of beef may trim down to half that weight, making the price per actual pound of meat twice the advertised price.

All meat sold through interstate commerce must be inspected by the U.S. Department of Agriculture, but not all meat is graded by the USDA. If an ad for meat states that the meat has been graded by the USDA, it will bear the name of one of the eight grades. The three best grades are US Prime, US Choice, and US Good. The other five grades are US Standard, US Commercial, US Utility, US Cutter and US Canner. Whenever USDA grade meat of quality lower than USDA Good is advertised, the advertisement must carry this statement: 'This meat is of a grade below US Prime, US Choice and US Good.' If the meat placed on sale has not been graded by the USDA, the advertisement must indicate this.

For more information, see Buyer's Guide No. 5, *Freezer Meat Bargains*, published by the Federal Trade Division, West Virginia Attorney General's Office, 3410 Staunton Ave, SE, Charleston 25304.

Door-to-Door Sales *

Selling everything from magazine subscriptions to cosmetics to home appliances, fast-talking, hard-selling sales representatives pressure customers into buying overpriced, inferior merchandise, often at unfavorable credit rates. Sometimes the product offer involves a complicated referral scheme, where the consumer is promised a discount if three or five or ten of his/her friends buy the product (of course, they rarely do). In pyramiding plans, the customer is offered the right to sell others the right to sell still others the product (often cosmetics) s/he has just bought. (The catch is finding enough people willing to buy not just a product, but the opportunity to sell both the product and the same right to sell it that s/he bought. Such schemes mushroom quickly and can cover an entire neighborhood in no time, leaving those at the base of the pyramid without a potential market.)

Such salespeople depend on confusing the customer just long enough to get a signature on the contract; it is only upon later reflection that the customer may realize s/he paid too much money for a product s/he didn't want in the first place. Still, it need not be too late.

On door-to-door sales of $25 or more, Federal Trade Commission and state laws give the consumer the right to cancel within three days. The saleperson must inform the customer of this right to cancel the sale. S/he must also give him/her a contract or receipt and two copies of a 'notice of cancellation' form. The contract or receipt must: be in the same language the salesperson used when talking to the customer; be dated and show the name and address of the seller; and contain the following statement near the buyer's signature - 'You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.'

For more information, see Buyer's Guide 15, *Three Days to Cancel*, published by the Federal Trade Commission and available from the Consumer Protection Division, West Virginia Attorney General's Office, 3410 Staunton Ave, SE, Charleston 25304.

Home Improvement Schemes *

Home improvement schemes are a particularly vicious form of door-to-door sales. Contractors approach homeowners offering roof repairs, aluminum siding, driveway resurfacing, or new paint jobs, often at apparently low prices. In truth, though, they charge exorbitant fees, hiding the fact by giving false bargains (one woman was quoted a 'discount price' of $4,725 on what was actually a $2,500 job) or overestimating the amount of material

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** These sections excerpted with permission from 'Ten Most Fraudulent Practices and How You Can Protect Yourself' by Susan Bregman in The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).*

necessary (another customer was told that his house needed 3,400 square feet of siding when it actually needed 2,600), using substandard materials, and performing shoddy work. Some contractors have falsely claimed to represent nationally known companies, promised huge reductions in heating costs if siding were put up, told homeowners that the cost of improvements would be tax deductible when it was not, misrepresented themselves as housing inspectors in order to inform customers that their boiler was about to blow up unless they fixed it for them, and - quite commonly - given generous 30- or 40-year guarantees, only to disappear, never to be heard from again. Some imaginative roofing contractors have been known to make the rounds with a dead mouse in their pockets. After inspecting a chimney, they will show the family the creature, identifying it as the dread Japanese mortar mouse, and solemnly warn them that their chimney is infested and it is only a matter of time before it crashes to the ground.

Schemes like these are estimated to defraud the American public of some $1.3 billion a year. If you need any work done on your house, don't wait for a contractor to approach you - chances are s/he operates a fly-by-night business. Instead, get written estimates from several reliable dealers who operate out of relatively permanent and accessible offices. Otherwise it could be mighty hard collecting on that lifetime guarantee. (Don't be overly impressed with such a guarantee, for that matter, until you have determined whether the lifetime in question belongs to the owner, house, contractor, or company.) And remember that the three-day cooling-off period applies to any home improvement contract signed outside of the contractor's usual place of business.

Before signing a contract, be certain that all the blank spaces have been filled in and that it includes: the name, address, telephone, and license number of the contractor; your name and address; a starting and estimated completion date; the total cost and the method of payment; an itemized list of the necessary materials; and, if applicable, notice of the three-day right to cancel.

Unordered Merchandise

There are only two kinds of merchandise that can be sent legally through the mails to you without your consent or agreement: free samples which are clearly marked as such, and merchandise mailed by a charitable organization asking for contributions. If you receive such merchandise you can consider it to be a gift. In all other instances, it is illegal for a business to send merchandise to you unless you have previously requested it.

Should you receive unordered merchandise of any kind, consider it to be a gift. You do not have to pay for it, and it is illegal for the person or firm sending it to you to bill you for unordered merchandise.

Violations of this law should be reported to the U.S. Postal Service, Post Office Building, Charleston 25301, or the Federal

Trade Commission, Washington, DC 20580.

For more information, see Buyer's Guide 2, *Unordered Merchandise*, published by the Federal Trade Commission and available from the Consumer Protection Division, West Virginia Attorney General's Office, 3410 Staunton Ave. SE, Charleston 25304.

How You Can Use Warranties

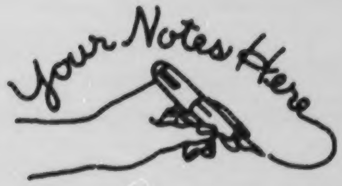
Read warranties before you buy to get the best deal. It may be worth it to pay more for a product with a better warranty. The extra money is like insurance - it protects you against the chance of a big repair bill. Comparing warranties now can save you money and headaches later.

Read the warranty when a problem comes up. The warranty is a contract that spells out your rights. Show the warranty to the company it if doesn't do what it promised.

Keep your sales slip with your warranty. You may need it to prove the date you bought the product, or that you were the original purchaser.

For more information, see *Warranties: There Ought to be a Law*, Federal Trade Commission, Washington, DC 20580. ■

■ Wendy Ewald



Women and Credit

by Cynthia L. Turco

The Consumer Credit Protection Act, which includes the Equal Credit Opportunity Act, the Fair Credit Reporting Act, the Truth-in-Lending Act, and the Fair Credit Billing Act, is the federal legislative basis for curbing deceptive and discriminatory practices with regard to consumer credit transactions.

The West Virginia Consumer Credit and Protection Act, enacted in 1974, is the legislation on the state level which affords relief in the consumer credit area.

Creditworthiness

Credit is the privilege granted by a creditor to incur debt and defer its payment. It is the promise to pay for goods and services during or after the use of such goods and services.

Because credit is a privilege and not a right, obtaining it requires satisfying certain prerequisites which evidence your 'creditworthiness' and assure a prospective creditor that you are a good credit risk.

Your creditworthiness includes demonstrating both your ability to pay and your willingness to pay the debt incurred. This is determined from a consideration of various factors which demonstrate your available financial resources and your past record regarding utilization of such resources.

Financial resources which you have considered when applying for credit include income from salary, self-employment, regular part-time employment, ownership of a business, alimony, child support, maintenance payments, investment income, or social security. Such income must be a continuous source of income over a period of time.

Adequate financial resources alone are not sufficient to establish your ability to pay. Existing financial obligations, debts, and encumbrances of various types and durations are all a part of showing what amount of your financial resources is actually available for payment of the prospective debt or credit extension.

The willingness to pay a debt is inferred from various facts which demonstrate personal stability and responsible financial habits. These may include evidence of employment, continued residence in a given place for a particular period of time, maintenance of a residential telephone and checking and savings accounts in your name, and having one or more other credit obligations with satisfactory payment records.

When a creditor desires further assurance regarding either your ability or willingness to pay, or when, despite a demonstration of a high level of creditworthiness, the creditor desires some concrete protection for the risk being taken, security for the debt may be required. In such a case, the creditor takes a security interest in some possession of the individual seeking credit, with

■ © Bettye Lane

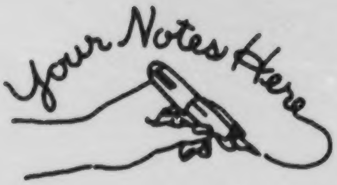
an agreement that allows the creditor to take the security if the debt is not paid.

Credit history

Establishing and maintaining a good credit history is the easiest way to obtain credit. Your credit history involves your prior credit extensions and the way in which you handled their repayment. Obtaining a variety of credit extensions (that is, loans, credit cards, department store accounts) in your own name and making regular, on-time payments establishes a record of responsible credit obligation management.

Credit histories are collected and maintained by credit bureaus. Creditors customarily check files maintained by a credit bureau when considering an application to obtain credit. The Fair Credit Reporting Act contains specific provisions regarding the nature and use of information by credit bureaus and other consumer reporting agencies. You are entitled to see your file as maintained by a credit bureau and to know what creditors have received information from that file within the preceding six-month period. In addition, any creditor who denies you credit on the basis of information contained in your credit bureau file must inform you of that fact and provide you with the address of the credit bureau which supplied such information.

Except for certain types of credit transactions (that is, those involving $50,000 or more), credit bureaus are prohibited from supplying obsolete information regarding a credit customer.



Specific statutory prohibitions include: 1) bankruptcies which occurred more than fourteen years prior to the credit report; 2) suits and judgments which occurred more than seven years prior to the credit report (or a longer period if a statute of limitations exceeding seven years applies); 3) paid tax liens which occurred more than seven years prior to the credit report; 4) accounts placed for collection or charged to profit and loss which occurred more than seven years prior to the credit report; 5) records of arrest, indictment, or conviction of crime which, from date of disposition, release, or parole, occurred more than seven years prior to the credit report; 6) any other adverse item of information which occurred more than seven years prior to the credit report.

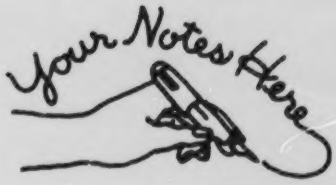
If information in your credit file is either obsolete or incorrect, request its immediate removal. In addition, you have a right to request that the credit bureau notify all creditors who received incorrect information about your credit rating. The importance of developing a credit history and credit bureau file in your own name cannot be overestimated. The individual woman should begin early to open accounts and obtain credit cards in her own name.

Married women and credit

Single women with a guaranteed source of income can usually obtain and establish credit without much difficulty. However, in the past, married, divorced, and widowed women have had difficulty securing credit, even though they were often responsible for the regular bill payments which produced the good credit ratings given to their husbands. Under the new credit laws, many of the difficulties and discriminatory practices which affected such women should be corrected.

Married women in particular are encouraged to take advantage of those provisions of the new law which guarantee a right to credit in one's own name. A married woman owes it to herself and to her family to obtain her own credit rating, so that in the event of unforeseen circumstances such as divorce, widowhood, severe illness, or financial emergency), she is able to assume responsibility for her own and her family's finances.

When a woman marries, and unless by doing so she has thereby experienced a major change in personal income, she is entitled to have her name changed on her various accounts without a new application or the provision of additional information. She has the option of using either her birth-given first name and surname or her birth-given first name and a combined surname. For example, when Mary Brown marries John Smith, her accounts can be designated as either 'Mary Smith' or 'Mary Brown Smith.' In order to secure her own credit history, however, she should avoid using the designation 'Mrs. John Smith.' In addition, under a law that became effective June 1, 1977, new joint accounts of a husband and wife must be maintained in both names. You can also request accounts existing



before that date be maintained in both names.

In addition to information obtained from a credit bureau, creditors rely on information supplied in response to questions submitted to credit applicants. The Equal Credit Opportunity Act has attempted to ensure credit applicants will be considered on the basis of their creditworthiness and without regard to their sex or marital status. (As of March 23, 1977, the Act was extended to prohibit discrimination on the basis of race, color, religion, national origin, age, receipt of public assistance, income, and good faith of rights.) The Act outlaws questions which do not relate to creditworthiness and which may give a basis for illegal discrimination.

When applying for credit, you have a right to be considered on the basis of the credit record you have established. If you have doubts about the relevancy of the information sought or the legality of the questions posed by a creditor as part of your credit application, do not hesitate to ask about the question or state your objection.

It may be helpful to remember:

- A creditor may not inquire about an individual's or couple's birth control practices or childbearing plans.
- An inquiry about the sex of a credit applicant is irrelevant.
- An inquiry about marital status is improper when an applicant is seeking credit in her own name, based on factors which show her individual creditworthiness.
- Any credit scoring system which is based on such factors as sex, marital status, or marital-status-related criteria (for example, a married woman usually fails to satisfy the criterion of having a telephone listing in one's name) is prohibited.
- Alimony, child support, and maintenance must be considered as part of a credit applicant's income if such consideration is requested by the applicant.
- When making a joint application, part-time and full-time income of both spouses is relevant and must be considered.
- When a married individual applies for credit in his or her own name, a spouse's income and credit history are not pertinent except where the spouse will sue or be liable on the account, or where part of the income upon which the applicant is relying is derived from a spouse or former spouse (for example, in community property states or when relying on alimony, child support, or maintenance).

Credit record maintenance

Once you have obtained credit, it is important to establish and maintain a good credit record by making regular payments in the required amount and within the required time limits. Careful attention to the accuracy of periodic billing statements is a part of assuring that you are acting responsibly and being treated fairly. Where any question or possible error in computing a periodic bill exists, you should make immediate *written* inquiry to the creditor. The Fair Credit Billing Act, which became effective in October, 1976, requires correction of billing errors within a specified time period (ninety days or two billing cycles). If you suspect that an error has occurred, you should: pay the bill, or a part thereof, to show your intention to meet your credit obligation; telephone the creditor to make an initial inquiry and possibly obtain an immediate resolution; and make a written inquiry within sixty days after receiving the bill you consider erroneous.

Another consideration you should keep in mind when making a credit application is that the law entitles an applicant to have full and accurate information concerning the terms and provisions which apply to the credit extension. Responsible fulfillment of a credit obligation presupposes full knowledge of the credit agreement. The Truth-in-Lending Act requires creditors to disclose finance charges, annual percentage rates, and other facts that affect the amount for which a credit applicant is ultimately responsible. If you have any questions regarding the computation of your bill or the finance charges for which you will be responsible, you are entitled to a written explanation before you enter into the credit agreement.

Complaints

If you have serious questions or doubts about the way a creditor is treating you, assert yourself! Make inquiries about the law upon which the creditor him/herself is relying or his/her reasons for asking a particular question or acting in a particular manner. Do not hesitate to inform him/her that you will pursue other sources of information (for example, a government agency or private attorney) if you are not satisfied with his/her explanation or treatment. A responsibly assertive approach on your part may achieve an immediate correction or resolution, without the need to pursue a more formal remedy. ■

Fighting The Consumer Battle

The easiest thing to do when you feel you've been wronged in the marketplace is nothing. The most difficult course is to become your advocate. If you choose not to fight, you are encouraging fraudulent practices to continue.

Your first step when you feel that you have been wronged by a firm is to take your complaint to it. Get the full name of the person with whom you've discussed your problem. If you are not successful in resolving the complaint, contact your local (city or county) consumer protection office. Other agencies that may be able to help you with consumer problems are listed below. *(See also Legal Services for Low-Income People in the Law chapter of this book.)*

Government and Private Agencies

Agriculture Department
State Capitol, Charleston 25305
348-2226

Bureau of Consumer Protection
Federal Trade Commission
Washington, DC 20560

Federal Trade Commission
Regional Office Gelman Building
2120 L St, NW
Washington, DC 20037
202-254-7700

Insurance Commission of West Virginia
1800 Washington St.
Charleston 25305
348-3386

Labor Department of West Virginia
Wage & Hour Division
1900 Washington St.
Charleston 25305
348-7890

Office of Saver & Consumer Affairs
Federal Reserve Board
Washington, DC 20551

Office of the Attorney General
State of West Virginia
Consumer Protection Division
3410 Staunton Ave. SE
Charleston, 25301
348-8986

Public Service Commission
Utilities Division
State Capitol, Charleston 25305
348-2980

West Virginia Citizen Action Group
1324 Virginia St.
Charleston 25301
346-5891

Credit Publications

The Credit Handbook for Women
American Express Company
Card Division
American Express Plaza
New York, NY 10017, 1976. Free

Women: To Your Credit
Commercial Credit Corporation
300 St. Paul Place
Baltimore, MD 21202, 1976. Free ■

Why You Need a Will

by Lois B. Scherr

In West Virginia, if you want to decide yourself who will receive your property after your death, you must have a will. If you die without leaving a will, the state has strict laws, called laws of 'intestacy,' which distribute your property (estate) for you. These laws are the same for men and women, but they affect the woman with little or no property of her own more harshly than the man who has accumulated substantial property in his own name.

What happens if your husband dies without a will?

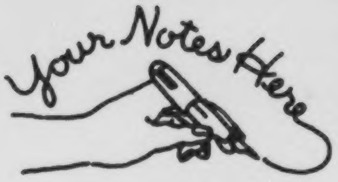
You will inherit his entire estate only if he has no children or descendants of children (grandchildren, great-grandchildren). His children, whether they are minors or adults, will inherit all of your husband's real estate (land or home), and two-thirds of his money and personal possessions. You will receive outright only one-third of his personal property, even though you may have helped substantially to accumulate it. You will also receive only a one-third interest in his real estate for your lifetime (called a 'dower' interest), even though the real estate may have been the family home which you regarded as partly yours. Even when the adult children feel you are entitled to the home, if they are married they cannot transfer it to you without the approval of their spouses.

If the children are minors, the problems can be even more serious. You must post a bond in order to settle the estate. You must post still another bond in order to serve as the guardian of the children's property. If you need to sell the home, you will be faced with a costly court proceeding to determine whether the sale is in the children's best interest. You cannot use for yourself any part of the children's property. When the children reach 18, the state laws of intestacy give them full rights to their share of the estate. The property must be divided equally between the children, and any special needs of one child over another will be ignored.

These problems could have been avoided if your husband had made a will leaving everything to you, and naming you - the children's personal guardian - as 'executrix' to settle his estate without bond.

What happens if you die soon after your husband, and leave no will?

If you have minor children, the court has full authority over them. It will appoint a guardian to care for them as well as handle their money - possibly a person you would not have chosen yourself.



As the last living parent, you could appoint the guardian you feel would make the best possible substitute parent, and name him/her in your will. If that person is not also skillful in money matters, you can appoint a separate property guardian to serve without bond, or establish a 'trust' for your children. Under a 'trust,' property and its income are held, managed, and distributed by a third person or a bank (trustee) for the benefit of the heirs in accordance with directions specified in your will.

What happens if you are a single woman, and die without a will?

Your property will be divided equally between your parents, or, if only one parent is alive, s/he will receive it all. If neither parent survives you, your property will be divided equally among your brothers and sisters or their descendants. If there are none, half of the property will go to your paternal kindred and the other half to your maternal kindred. The state laws of intestacy do not permit you to favor a special friend or favorite charity over a relative.

Planning your will

In your will you can name the persons to whom you want your property to pass. You can state the kind and amount of property each person is to get, and how and when it is to be awarded. You can decide whether to give property outright or in trust. You can name your executor, the guardian of your minor children, and, if a trust is created, your trustee. Your will can be suited to your own special family situation, and often save death taxes. In West Virginia, any person at least 18 years of age and of sound mind can make a will.

A will is a legal instrument that should be drawn up by an attorney. If you cannot afford a private attorney and must write your own will, be sure it is checked by an attorney *(see Legal Services for Low-Income People in the Law chapter of this book)*. A homemade will that is not legally correct can be ruled invalid, causing your property to be distributed under the strict rules of intestacy.

If you see an attorney about a will, you will save time and money if you can provide a complete list of your property and debts. Filling out a financial statement form obtained from your local bank is helpful.

Federal estate and West Virginia inheritance taxes should be carefully considered in connection with your will. If your estate is large, you should consult a tax attorney. Funeral expenses can also take a big bite of your estate and should be considered.

In your will, you can donate all or any part of your body for use in medical or dental research, education, therapy, or transplantation.

You may change your will, or write a new one, at any time. Your will should be periodically reviewed for changes in laws affecting estate planning. You should also revise it whenever your circumstances change, such as through: marriage, divorce, or annulment, whether yours or that of anyone named in your will; death of anyone named in your will; birth or adoption of a child or grandchild; change in financial conditions; or change of legal residence from one state to another.

Your executor is responsible for giving proof in probate court that the will is valid; gathering together all the property you own; finding out what you owe and paying all the debts, including taxes and the expenses of settling your estate; and distributing what remains as you directed.

Your will and your family's important papers (insurance policies, stock certificates, bonds, automobile titles, birth and marriage certificates, divorce decrees, safe deposit key, social security cards, veterans' papers, bank books, property deed and mortgage, copies of income tax returns, etc.) should be kept in a safe place known to your chosen executor. ■

■ Wendy Ewald

A Brief Guide to Federal Income Taxes

by Stephanie J. Racin

Federal tax law is constantly changing. This guide is a general summary and explains certain fundamental provisions of the tax law. To avoid confusion, some exceptions to the provisions discussed below have been omitted. It is, therefore, very important to read thoroughly the instructions included with the income tax forms each year.

Who must file a federal income tax return

The filing requirement depends on your age, gross income, and marital status. You are considered 65 on the day before your sixty-fifth birthday, and taxpayers 65 or older receive special tax benefits. The income tax filing requirements may change yearly, so it is important to check the tax return instructions each year if you are unsure whether you have sufficient taxable income to require that you file a return. Remember: in order to receive any refund or tax credit you may qualify for, you must file a return. The Internal Revenue Service provides personal assistance for those seeking help, and has a telephone taxpayer assistance service.

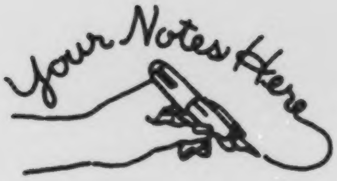
Filing status

You are considered married for the entire year if, on December 31, you are in one of the following categories: married and living as husband and wife; living together in common law marriage that is recognized by the state in which the common law marriage began; married and living apart but not legally separated under a final decree of divorce or separate maintenance; or separated under interlocutory decree of divorce.

If your spouse died during the year, you are considered married for the entire year. However, if you remarry before the end of the year, you can only file a joint return with your new spouse. In that case, your deceased spouse's return should be filed as 'married, filing separately.'

If you are considered married on December 31, you may elect to file a joint return with your spouse or you may elect to file a separate return. If you file a joint return, you must include all income and deductions for both you and your spouse. You both must sign the return and both may be liable in certain circumstances for the tax and any penalty due on the joint return.

If you are married and elect to file separate returns, you report only your own income and deductions on your individual return. If a husband and wife file separately, each is liable only for the tax



due on his or her own return. In that case, they do not have to sign each other's return.

Therefore, it may be advisable to file a separate return rather than a joint return with your spouse if you suspect that your spouse is filing an inaccurate or fraudulent return. A separate return is one way to protect yourself from being liable for taxes due on your spouse's income.

Certain taxpayers are entitled to a special filing status which results in tax benefits. If your spouse died within two years preceding the year for which the return is being filed, and if you have not remarried and have a child or stepchild who qualifies as your dependent, and if you furnish over one-half the cost of maintaining your home which is the principal residence of your dependent child or stepchild, you may file as a married individual filing a joint return.

In order to qualify as a 'head of household' and therefore be entitled to use the special rate schedule which provides for lower taxes, you must be unmarried on December 31, maintain a household and contribute over one-half the cost of maintaining the household, and your household must be the principal residence for at least one dependent relative or unmarried child for the entire year. If you maintain a household for your mother or father, you may still qualify as a head of household even if she or he is not living with you. The expenses of maintaining a household include: real estate taxes, mortgage interest, rent, utility charges, property insurance, maintenance and repairs, domestic help, and food consumed on the premises.

Another special filing status is known as 'Certain Married Persons Living Apart' that covers a married individual who files a separate return, who maintains a household for a dependent child or stepchild for more than half the taxable year, and who furnished more than one-half of the cost of maintaining the household, provided the spouse did not live in the household at any time during such year. In this case the individual is not considered married for tax purposes. If the dependent is in the household for the entire year, the head-of-household tax rates can be used.

Personal exemptions and dependents

You are entitled to an exemption of $1,000 for each person who qualifies as your dependent, including yourself and your spouse. However, if your spouse has income and you do not file jointly, you may not claim your spouse as a dependent. In order to claim another person as a dependent, you must furnish over half of the person's total support during the calendar year, and his or her gross income must not be over $1,000 for that year. However, you may claim your child as a dependent if s/he is under 19 at December 31 or is a full-time student in an educational institution, even if the student earns more than $1,000 in the year, provided the support requirements are met.

If you are either divorced or separated, only one parent may claim a particular child as a dependent. Generally, the parent with custody for the greater part of the year is allowed to claim the child as a dependent. However, if the parent without custody contributed at least $600 toward the child's support during the calendar year, the parent without custody is qualified to claim the exemption unless the other parent can clearly establish that she or he provided more for support than the other parent did.

Generally, 'support' includes the actual expense or value of board, lodging, clothing, education, vacation expenses, church contributions, medical and dental care, entertainment, use of your car, etc. Also, the cost of a car given to, or purchased by the dependent, for the dependent's use, constitutes an element of support for the purpose of meeting the 'over one-half support' test.

Taxable income

All compensation for personal services, including wages, salaries, commissions, tips, and bonuses must be included in income. All interest, dividends, rents, royalties, alimony payments, prizes, proceeds from lotteries and raffles, gambling winnings, and certain retirement benefits must also be included in income. Gain from the sale of property is also taxable, although it may qualify for special treatment. You should consult the instructions on your return or the Internal Revenue Service if you are in doubt whether other specific items are taxable income.

The following items are not taxable: proceeds from life insurance, proceeds from accident or health insurance, gifts, bequests or inheritances, military allowances, scholarships and fellowship grants, social security benefits, veterans' benefits, and worker's compensation benefits, and child support payments.

Remember that you are responsible for determining what is taxable income and what is not. If you omit or underreport income items on your return, you may be liable for the tax due, as well as interest and penalties imposed by the Internal Revenue Service. An intentional omission or failure to file a tax return subjects you to criminal penalties.

Should you itemize or take the standard deduction?

Every taxpayer has an option of either itemizing certain expenses that can be deducted from gross income or claiming a standard deduction. To make this determination, you should calculate the difference between your total deductions available and your allowable standard deduction. Deductible expenses include interest paid on loans, various taxes you have paid, including state income taxes, charitable contributions, casualty losses, certain business expenses, medical and dental expenses if you qualify, and other miscellaneous expenses. If these deductible expenses total more than your allowable standard deduction, you should itemize your deductions. Most taxpayers who are buying their own home find the mortgage interest and real estate taxes are high enough to make it worthwhile for them to itemize rather than to claim the standard deduction.

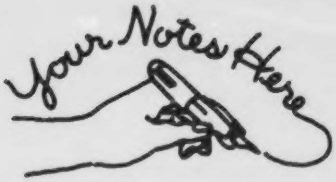
If you do decide to itemize deductions, it is very important to keep accurate and complete records of all expenses that you are going to deduct. You should retain all receipts, cancelled checks, and other evidence to substantiate amounts claimed as deductions, in the event your return is examined by the Internal Revenue Service.

There are certain items you may deduct from gross income even though you do not itemize your deductions. These include certain moving expenses, a disability income exclusion, employee business and educational expenses, qualifying payments to retirement plans, and alimony payments.

Child and disabled dependent care tax credit

Besides providing for an earned income credit for low-income persons with minor children, the tax laws allow you to claim a tax credit for the expenses of caring for a child or disabled dependent. To qualify for the credit, you must be gainfully employed or in active search of gainful employment. If you are married and living with your spouse, you both must have been gainfully employed and must file a joint return. You also must have maintained a household for one of the following: a dependent under the age of fifteen for whom you are entitled to claim a personal exemption; a dependent whom you would be entitled to claim as an exemption if it were not for the fact that s/he received more than $1,000 in income and who is also physically or mentally incapable of self-care; or your spouse who is physically or mentally incapable of self-care. In addition, in order to qualify for the credit, your expenses must have been necessary to enable you to be gainfully employed and your payments for services must have been to someone other than a dependent relative. If a relative who is not a dependent provides

■ Susan Meiselas, *Smithers, West Virginia* © Magnum Photos, Inc.



child care services, you are entitled to a credit based on the wages paid to that relative.

There are limitations on the amount of employment-related expenses that you can take into account in computing the credit. It is important to read carefully the instructions provided by the Internal Revenue Service for an explanation of these limitations.

Credit for the elderly

You may claim for the elderly even if you use the standard deduction, but you cannot claim the credit if you file your return on the short form, Form 1040A. You may claim this credit if you are age 65 or older, or if you are under age 65 and receive a pension or annuity from a public retirement system.

Sale and purchase of residence

If you sell or exchange your residence at a gain during the year, you may be able to defer taxes on all or part of the gain if you purchase another principal residence within the eighteen months before or after the sale. Additional time is allowed if you are building a home which will be your principal residence, or if you were on active duty in the United States Armed Forces.

If the purchase price of the new residence is equal to or greater than the net sale price of the old residence, the entire gain you realize on the sale or exchange of your personal residence is not taxed at the time of the sale. If the purchase price of the new residence is less than the net sale price of the old residence, part of the gain is taxed in the year of sale, but all of the gain is taxed if the cost of the new residence is equal to or less than the cost of the old residence. The tax on the remaining gain is deferred until the new residence is sold, if ever. It is important to remember that any deferred tax is merely postponed, not forgiven, though you may continue to defer the gain as long as your sales and purchases of principal residences qualify for deferral. If you qualify for this deferral of gain, there is a special form, Form 2119, that must be completed and attached to your Form 1040.

Taxpayers, 55 years of age or older, including married persons when one spouse is of that age, can elect to exclude from taxable income up to $100,000 (or $50,000 on a separate return) of gain on the sale of a principal residence used as such for three years or more in the five-year period preceding the sale. If the age is over 64, the use period can be five years or more in the eight-year period preceding a sale that occurs before July 26, 1981. This election is available only once in a lifetime, and is binding on both spouses and any other persons in the event of marriage or remarriage. This is not a deferral of gain to the degree mentioned above.

If you own a home, it is important to keep track of the cost of any improvements and additions made to your house, as these affect the 'adjusted basis' of your house. The adjusted basis is usually the original cost plus the cost of expenses incurred in making permanent improvements or additions to your home. Repair and maintenance expenses do not increase your basis. The adjusted basis is important because, when you sell your home, your gain is calculated as the selling price minus selling expenses, less your adjusted basis. You must have accurate records of transactions relating to the basis of your property and these should be retained as long as they can be used in determining the basis of the original or replacement property. It is extremely important to keep detailed, accurate records of these costs.

Income averaging

If your income increases substantially, it may be to your advantage to compute your tax under the income averaging method. Almost all types of income are eligible for averaging, and by choosing this method a part of an unusually large amount of taxable income in a particular year will be taxed in lower brackets, which results in a reduction in the amount of tax due.

If you think that you may benefit by averaging your income, you should compute your tax under the income averaging method and under the regular method to determine the one that produces the lower tax liability.

In order to average your income, you need to be able to compute your taxable income for the four years prior to the year in which you wish to average your income. Students are usually prevented from using the income averaging method the first few years after they graduate from school because of the dependency support test that must be met before they can income average.

If you do elect to use the income averaging method, you must complete Schedule G and attach it to your Form 1040. There is no limit to the number of times you may use the income averaging method. Any time your income increases substantially over that of the four prior years, you should consider using the income averaging method of computing your tax.

'Marriage tax'

If you are married and both you and your spouse receive income, you should be aware that you may be paying more income taxes than two single persons who have similar income and deductions. The difference is most apparent if both spouses have approximately the same income and claim the standard deduction. It was not the intention of Congress to favor unmarried couples who live together over couples who are married, but that is the result of the current tax laws. Some married couples have tried to avoid this effect by divorcing in December and remarrying in January. However, the IRS denies persons who do this the right to file as single taxpayers. The only real solution to this inequity is for Congress to change the tax

Tax Resource Publications

How to Save Estate and Gift Taxes
J. D. Lasser
Doubleday and Co.
Garden City, NY, 1969.
$12.50 (hardcover)

A layperson's guide to 25 tax-saving plans. A good source for becoming familiar with the professionals' jargon.

Your Income Tax
J. K. Lasser
Simon and Schuster, New York, NY.
$2.95 (paperback)

A clear, accurate, and complete how-to-do-it book. Even the professionals look to Lasser for up-to-date changes and explanations. Published yearly. Price subject to change.

Tax Reform Groups

The Committee of Single Taxpayers (CO$T)
1628 21 St.
Washington, DC 20009
202-387-2678

Nonprofit, nonpartisan lobby organized to lobby Congress to pass more equitable tax laws.

MATE (Married Americans for Tax Equity)
c/o Anita and Christopher Murray
76 Laight St.
New York, NY 10013
212-431-5734

Small group dedicated to reforming tax laws by which married working couples pay more federal tax on their joint income than they would pay if not married. Membership is free, though contributions are welcome.

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laws to eliminate this disparity of treatment. If you are one of the many married persons who pay more in taxes due to your marital status, write your Congressperson and Senator and suggest that changes be made. ■

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Retirement and Savings Plans

by John G. Lepp

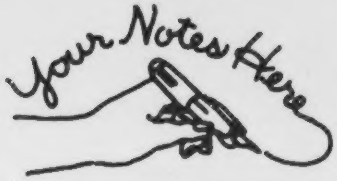
Did you know that women outlive men? Statistics show that most women who reach age 65 live to be 82 or older. Who will pay for food and living expenses after age 60, or after you or your husband retire? Recent history shows that even those who thought they had enough set aside for their 'golden years,' or that the government or their families would take care of them, find inflation and other conditions barely give them enough to live on. A 1975 report to the United States Senate on social security and the female worker showed that women workers are less likely than men to be in jobs covered by company pension plans or that the part-time nature of their work disqualifies them from such coverage.

It is important to understand that social security is not a pension plan. It is designed to give you a basic amount of income or a 'floor' after retirement which is to be supplemented by other plans. Those who are still paying rent or supporting others in their sixties and seventies will find social security inadequate. A visit to your social security office will give you a statement of the benefits you can expect when you reach the required age *(see A Woman's Guide to Social Security in Women's Work chapter in this book)*. If you are employed, you also should find out whether or not you are in a company retirement plan, and if you are, how the plan works and what benefits you can expect.

There are two retirement plans offered by insurance companies and banks that you should consider: the Keogh Plan and the Individual Retirement Account (IRA).

The Keogh Plan is for self-employed individuals. Whether you own a business, practice nursing, or do odd jobs doesn't matter. Through this plan you may put away 15 percent of your annual salary or $1,500, whichever is less, into an investment program which meets government regulations and which banks or insurance companies manage. You can set aside different amounts each year. There is another form of the Keogh Plan for those whose adjusted gross income (as reported on your federal income tax form) is less than $15,000. These people may contribute 100 percent of their income or $750, whichever is less. Under this plan, salaried people who moonlight and still meet the less than $15,000 adjusted gross income can contribute up to $750 per year (but not more than their self-employed earnings) to this plan even though they may also be covered by their regular employer's retirement program.

An Independent Retirement Account (IRA) is available for workers without company-sponsored retirement programs. Under



IRA, you may contribute 15 percent of your earnings, up to $1,500 a year.

There are many benefits to these retirement programs. For instance, a person entering such a plan at age 42 and paying $1,500 per year could have an account value of approximately $61,000 by age 60, $100,000 if s/he waited to withdraw his/her money at age 65, or $153,000 by age 70, under a certain insurance company's IRA.

If you were to take the entire amount of $100,000 in one lump sum at age 65, you would have to pay a great deal of income tax that year. Instead, an insurance company will keep your money and send you a monthly check. In this example, if a person began withdrawing at age 60 s/he could expect to get approximately $485 per month; if s/he waits until age 65 the amount would be $860; and if s/he waits until age 70 the amount would be approximately $1,500 per month. These amounts, added to other pension benefits you may have and social security and decreased housing and child care expenses, could make your retirement years very pleasant.

All the money you contribute to a Keogh or IRA plan is tax-deductible. Depending on your tax bracket, this can save you several hundred dollars in taxes each year. You will pay the taxes when you draw the money in retirement, but by then you can expect to be in a lower tax bracket.

If you are married and you do not work but your spouse does, you may qualify for an 'Unemployed Spouse IRA.' This allows the employed spouse to contribute up to $1,750 per year, which should increase the total benefits at retirement. The account must be equally divided between the two spouses' accounts, that is, if $1,750 were contributed, $875 would be credited to one spouse's IRA and $875 to the other's.

If you are employed in a company with its own pension plan and the plan is terminated or you leave the company and you receive a lump sum payment from the company's pension plan, you can invest this amount in your IRA if you do it within 60 days. This is called 'rollover.' If you don't reinvest two things are likely to happen: you will be taxed on the amount you received and you will probably spend the money.

If after you established your IRA, your company begins its own pension plan or you join a different company with a pension plan, you may be able to transfer, or rollover, your IRA account into the company's retirement plan. The company will let you know. If you can't rollover your IRA, just leave it intact since it will draw interest and be ready for you at retirement in addition to your company's plan (and social security).

If it becomes necessary to withdraw your money from an IRA before maturity, it can be done. But there are costly penalties for doing this, especially in the early years. (The penalties do not exist in cases of rollover).

Other savings plans

Passbook savings accounts are excellent for saving money you might need in an emergency. However, since you can withdraw it easily by presenting your passbook at the bank, the interest gained is low, only about 5 percent.

Certificates of deposit, which are held by the bank or savings and loan company for a longer period of time - usually three or five years - will yield much higher rates of interest, six, seven percent and sometimes more per year - that is, as long as you do not withdraw any of the money before the certificate is due.

The United States Savings Bonds (or 'Series E' Bonds) pay six percent per year when held for ten years. If you cash the bonds before they mature, you will be penalized a portion of the interest. Penalties for early withdrawal are not meant to cheat you, but rather to force you to think about how long you can get along without that money. At the time you buy the bond or certificate, you agree to the penalty for early withdrawal.

Insurance

Insurance companies offer endowment or retirement income policies. Endowments are insurance plans which are really forced savings plans. Basically, you agree to pay (invest or save) so many dollars every month for five, ten, or twenty years. The insurance company adds money to this (like interest) and when the years have passed, you will have additional income. For example, if your endowment was for $10,000, the insurance company will give you a check for that amount plus interest, or it would give you a monthly check including the interest.

An endowment is different from insurance in several ways. If you spent the same money on an insurance policy, it would buy a policy of much larger value than the endowment. You do not get the money back from an endowment (unless, of course, you cashed in your own policy), since the policy is designed to provide for those you designate as your beneficiaries (spouse, children, or anyone else named by you) in the event of your death.

You should have an insurance agent whom you trust explain to you the benefits of various plans. Many insurance agents now prefer to be called 'family investment planners.' The field is very competitive and you should find an agent with whom you are satisfied and who is willing to listen to your needs. It is wise to compare several insurance companies and agents. Insurance agents work on a commission basis and often their commission is equal to your first year's premium. There is nothing illegal or unethical about this; just be certain that for that kind of fee you are getting what you want. ■

Law

How to Choose and Use Legal Services

by Chris Roach

Law and legal process are often presented as our most reliable means of relief from conflict and victimization. As Americans, we are urged to appeal to the law for our 'rights.' Yet, most people are unfamiliar with the legal system and intimidated by its language and procedures. As a result, our access to these rights is limited.

We attempt to deal with this problem by training and employing an elite class of individuals to interpret our legal system for us. We expect lawyers to be the magicians who will guide us through the maze of legal reasoning and courtroom proceedings. We pay them to tell us the things we can't quite figure out by ourselves. In turn, the legal profession has developed a vested interest in maintaining a monopoly on this information - a monopoly we can ill afford, for law enters every aspect of our lives.

All of our relationships with the world, from marriage to the receipt of government benefits, can be regulated by legal definitions of rights and responsibilities. Private and interpersonal problems, such as the dissolution of a marriage, are considered 'legal.' Political and social problems, such as housing, which affect entire communities, are also considered legal. It is important, therefore, that we become familiar with the legal process and knowledgeable about what we can - and cannot - do for ourselves.

As women, we have additional reason to be informed legal consumers. The law reflects the prevailing cultural values and assumptions of society. For American women this has meant laws and legal decisions which reinforce stereotypical female roles. We were once defined in court decisions as 'nonpersons,' with regard to rights and legal identity within marriage. Protective labor legislation and contraception and abortion laws, were all originally designed to 'protect' (enforce) our childbearing role. Judges once ruled that we were unable to meet the 'burden' of jury duty. Rape victims are still harassed in the courtroom as if they were criminals.

Women's subordinate legal status has been maintained, in part, by the systematic exclusion of women from all official positions of power and status (as judges, lawyers, jurors, parole officers, police) within the legal system. Yet, there are times in our lives when contact with the legal system is inevitable, and times when it may serve our purposes. As women asserting new control over our lives, we need to be aware of our options in choosing legal counsel and services, as well as our own abilities for legal self-help and initiative.

Psychological considerations

Although the process of choosing a legal worker bears some similarity to other kinds of 'shopping,' it also involves much more. Legal workers are people, not simply consumer items. You should present yourself and your problem to them honestly and you should expect them to respond with competence and understanding. Your lawyer should be someone with whom you feel comfortable. Clearly, cost and the level of competence and experience are major considerations in choosing legal counsel. However, a legal worker is more than an objective or detached interpretor and disseminator of information. S/he brings his/her own values and political perspectives to his/her work. However, the person who advises or represents you should understand and respect, if not share, your values. It is often difficult to match this level of empathy with the level of expertise or experience you may feel that you need. Yet, your legal worker must be someone whom you can trust and who will help *you* to understand the issues and choices which only you can make.

Women attorneys

Historically, women have been excluded from the legal profession by male legislators, judges, lawyers, and law schools. Although the number of women attorneys is increasing (currently twenty percent of the average entering class in law schools is female in contrast to two percent five years ago), the number of women practicing in most geographical areas is still very small. There may be one or two overworked 'feminist attorneys' in an area; several other women in traditional offices who make no claim to a feminist perspective (but, nevertheless, are besieged by hopeful women clients); and several competent, sympathetic lawyers and legal workers within legal service organizations to which only a limited number of women have access.

A preference for female counsel may thus be complicated by the possibility that the expertise and experience of the available woman attorney may not meet your needs. Should this be the case, it is crucial that each of you deal honestly with the situation. She may be willing to spend extra time on your case; you may be able to help her by doing some investigating on your own. She may team up with another, more experienced attorney, or she may prefer to refer you to someone else.

Paralegals

Not all legal advocates are lawyers. A growing number of people (the majority of whom are women) are now working as paralegals. Most paralegals have not attended law school and many do not intend to. They are specifically trained for the work they do either on the job or in a formal training program.

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Paralegals provide representation to clients under the supervision of an attorney. In private law offices, this will usually consist of research and background work on cases for the attorney. Paralegals employed by organizations may provide direct representation. They interview and counsel clients, negotiate with adversaries, and represent people at administrative hearings. Such workers often carry their own caseloads.

Paralegal advocates are capable of providing you with excellent advice and representation in many areas. However, you should approach a paralegal worker with the same mixture of caution and confidence you would an attorney. You should ask your legal worker to explain his/her knowledge of and experience with your problem. Remember that all paralegals work closely with an attorney.

Specialization

Various areas of specialization exist. Some examples of these include: administrative law, constitutional law, copyright, contracts, tax, corporate law, criminal law, and domestic relations. Many, but not all, practicing attorneys and legal workers identify themselves by a particular area of skill, interest or experience.

The area of specialty should be one of your first questions when seeking legal counsel. You may want an attorney who has dealt with your type of problem before and has specific ideas about how to proceed, what kinds of tactics to use, and what pitfalls to avoid. However, the importance of finding a specialist will depend on the type and complexity of your problem.

Financial considerations

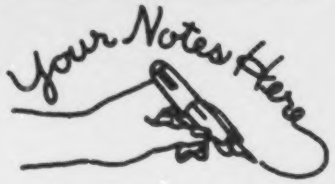
The amount of money you have will define the type of law office you will be able to approach. Legal counsel is divided into two broad categories: *legal services organizations* which are publically financed, and *lawyers in private practice*.

Legal services organizations are funded primarily by the federal government. Their offices are located in most states, both in urban and in rural areas. Low-income individuals may qualify for legal assistance through the local Legal Aid Society, located in many counties in West Virginia, or through the West Virginia Legal Services Plan, Inc, 1033 Quarrier Street, Charleston 25301; 348-8980 or 1-800-642-8279 (toll-free).* *(See Legal Services for Low-Income People in this chapter.)* Additional assistance can be obtained through the Lawyers Referral Service provided by the West Virginia State Bar, State Capitol, Charleston 25305. You should also check with the nearest women's center.

Although the eligibility guidelines set by the federal government strictly limit the client population of legal services to 'low-income' people, you should never assume that you are not eligible. Even though you may be working at a steady job, you may have

**Both of these agencies provide legal assistance in 'civil' disputes (between private individuals) but not in 'criminal' cases (involving a charge of offense by a government entity - state, federal, or local). Criminal defendants who cannot afford legal counsel can usually obtain appointed counsel by making a request for such to the court exercising jurisdiction over the case.*

unusual medical or child care expenses that reduce your remaining income to eligibility level. If your eligibility is questionable, legal services may help by referring you to an inexpensive private lawyer. Many legal services offices keep referral lists of competent lawyers to whom they refer cases that they cannot handle.



Legal services offices are always busy and workers there have extremely heavy caseloads. Long waiting periods of two weeks to a month for first appointments are common. If your situation is an emergency, an effort will usually be made to see you immediately. However, be prepared for a good deal of chaos, as well as a certain amount of frustration. It is often impossible for these offices to give you the time and personalized service you might receive from a private law office. Nevertheless, the resources available to you in a legal services office can be quite good.

Most legal services clients are unemployed or receiving some form of public assistance. Thus, these legal workers are experienced with problems concerning housing (landlord/tenant disputes), consumer fraud, debts, welfare, unemployment compensation, and family matters. These offices also make an effort to handle 'class action' suits in which the 'client' is actually a large group of people affected by the same problem.

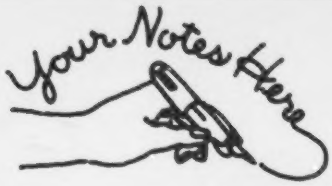
Usually, a legal services office consists of several lawyers, law students, and paralegal workers. You may be able to choose whether you want to see a man or a woman.

Lawyers in private practice charge for their services. The system of fees and payments for private legal counsel varies from office to office and situation to situation. Some attorneys charge by the hour. Other attorneys have 'set' fees for certain categories of legal work or procedures. An office might have a standard fee for divorces, for example, which would increase proportionally with the complexity of property settlement or child custody issues.

Lawyers may charge on a contingency basis: making an agreement to retain a certain percentage of the money involved in the suit as his/her fee, and taking no payment if the suit is lost. This may happen if the lawyer is reasonably sure of winning the case, or if the potential notoriety or legal implications of the case are particularly inspiring to him/her. Some attorneys charge on a 'sliding fee scale,' depending on your ability to pay. Finally, many attorneys do a certain amount of 'pro bono' ('good deeds,' without charge) work in addition to their regular practice.

The legal profession's code of ethics prohibits as unethical certain types of advertising, solicitation by lawyers of clients, and fee competition. Recent changes, however, have occurred which now allow for some advertising regarding applicable fees.

You should discuss the entire fee situation with your attorney before s/he begins work on your case. Be sure you know the total amount you will be expected to pay, and how soon you will be expected to make payments. Do not hesitate to negotiate until you feel satisfied.



The types of services offered by the private bar are varied, making it difficult to generalize. There are solo practitioners and partners who handle many different types of cases for reasonable fees; other single-lawyer offices are highly specialized, efficient, but expensive. Law 'clinics' or 'collectives' (groups of private lawyers and legal workers) are a recent innovation in the legal profession. These clinics or collectives hope to serve the needs of middle income people who are not eligible for legal services, but cannot afford the traditional fee schedules and payments. They may charge fees on a sliding scale basis.

Established firms have the advantage of many experienced minds and resources. Large firms are prepared for and accustomed to dealing with complex problems. One lawyer or group of lawyers (and paralegals) may be organized for a specific task. Some will interview clients, some will do research and investigation, others will write legal opinions, and still others will represent clients in the courtroom.

The actual search

You are now ready to begin your actual search. The first thing to remember is that *you* are the employer. The second is to write down - for your own benefit - a detailed description of the situation or problem that has led you to seek legal advice. Spare no details. Especially in a criminal matter, your own version of an incident, written as soon as possible after it occurs, is vital to you and your legal worker. You might then want to make a few notes that summarize the problem, which you will be able to use in your initial contacts with legal workers.

Expectations. From your own definition of the problem, try to figure out what kind of information or action you want, need, or expect from your legal worker. All of these things may be discussed in your initial 'shopping' conversation, and thinking about them ahead of time will make you feel more confident and in control of the situation.

Questions. Write down the questions you will want to ask the legal worker. The most obvious of these are: his/her 'legal' evaluation of your present situation, the amount of time that will be devoted to your case, and potential fees and payment schedule. You may not be able to get all of this information over the phone, but it's worth a try.

List of names. In order to construct your list of potential legal workers, consider consulting friends, local women's and other community centers, women's publications, local community leaders whom you trust, local legal services organizations, the local bar association, and the local chapter of the National Lawyer's Guild. These various sources should give you a good cross-section of names. Once you have these, the yellow pages of your phone directory contain a long local listing under 'lawyers.' Many law offices also list themselves in the standard white pages.

Phone calls. Start making phone calls. Working from your notes, state your problem and ask the person if s/he might be able to help you. Do not hesitate to rely on your instincts and intuition in these conversations. If the person seems particularly unpleasant or intimidating over the phone, perhaps s/he would not be pleasant to work with.

Consultation interviews. You may be offered an appointment or consultation interview. If such an offer does not seem to be forthcoming, but you are interested in this particular person anyway, *ask* for an interview.

Some offices charge for the consultation interview; others do not. The policy should be established when you make the appointment. Obviously, this will affect the number of interviews you have. It is usually wise to talk with several people before making a choice. Yet, you do not want to spend a fortune before even getting started on your case.

Bring all your written notes and questions to the interview, as well as any documentation (such as leases, separation papers, receipts, letters, memos, written agreements) to support your case or clarify your problem. Consider bringing a friend whose judgment and confidentiality you trust to help you evaluate the interview. *Take notes* during the interview.

The Choice. When you finally make a decision about a legal worker, consider getting the specifics of your agreement (services to be performed, estimated time involved, projected fees) in writing. Try to make a careful decision, but do not hesitate to reevaluate and to change your mind if you should become dissatisfied at any point during your case. ■

What To Expect (And Not Expect) of Lawyers

Reasonable Expectations	Unreasonable Expectations
• Continued, serious work on your case	• Miracles. Legal workers are not magicians.
• Specified amount of lawyer's time	• Unlimited amount of time
• Careful explanation of all action to be taken and decisions to be made	• Making decisions for you - lawyers can and will only advise you; the final decision is ultimately yours.
• Patient responses to your questions and worries	• Intimate friendship or constant support
• Acceptance of your assistance with the case	• Allowing you to 'run' the case yourself (Why are you paying him/her?)
• Honesty (and failure if you neglect to tell your counsel the complete truth)	• Success if you fail to tell the truth
• Confidentiality	• Absolute confidentiality; there are two exceptions to the attorney/client privilege. *
• Careful explanation of all fees and charges	• Free service

**First, if you confide that you plan to commit a crime in the future, then your attorney or advocate is obligated to report you. However, this does not apply to any crimes you may have committed in the past. Secondly, if you sue your attorney for malpractice, s/he has the right to use relevant conversations between the two of you in his/her defense.*

Legal Services for Low-Income People

by Benita Whitman

People who need legal help often cannot obtain it because of their limited incomes. Four different federally-funded agencies in West Virginia provide free legal assistance. Eligibility to receive free legal help is based on the size of the family unit and its annual net income or take-home pay. The income guidelines as of July, 1977 for all four federally-funded agencies are the same: for one member, $3,713; two members, $4,913; three members, $6,113; four, $7,313; five, $8,513; six, $9,713.

West Virginia Legal Services Plan, Inc.

1033 Quarrier St, Charleston, 25301
348-8980 or
1-800-642-8279 (toll-free)

The West Virginia Legal Services Plan is the only federally-funded program in West Virginia that permits you to select your own lawyer. Every family on welfare receives a legal services card. This card can be taken to the lawyer of your choice, and the lawyer can get paid for working on the case by submitting a bill to the West Virginia Legal Services Plan. You can get a legal services card if you meet the income guidelines listed above, even if you are not on welfare. The welfare office, the nearest Legal Services Plan office, and some other community agencies issue legal services cards. Some private lawyers have eligibility forms in their offices which they can fill out on your first visit and send to the Plan for approval.

Eligibility is based on net income. In divorce cases, if a husband and wife have been separated for 31 days or more, only the income of the individual client will be considered. If you have been separated less than 31 days, the income of both husband and wife will be counted. Generally, a divorce will be paid for by the Legal Services Plan only if both parties are living in West Virginia and there is a child of the marriage.

Not every private lawyer in the state takes Legal Services Plan cases. The fees paid are not as high as the fees lawyers charge their private clients, and some lawyers don't like the paperwork. You can usually find out ahead of time whether a lawyer takes Legal Services Plan cases when you call for an appointment. In its regional offices listed below, the Plan also has staff attorneys who handle cases and refer people to private attorneys.

Charleston Central Office - Region VII (also Region II)
1033 Quarrier St, Charleston 25301
348-8980 or
1-800-642-8279 (toll-free)

Counties served: Boone, Clay, Kanawha, Putnam, (Region II) Marian, Monongalia, Preston, Taylor.

Wheeling Office - Region I
Methodist Bldg, Rm. 115
11 and Chapline Sts.
Wheeling 26003
232-1260

Counties served: Brooke, Hancock, Marshall, Ohio, Wetzel.

Martinsburg Office - Region III
222 North College St.
Martinsburg 25401
263-8871

Counties served: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan.

Elkins Office - Region IV
119½ Third St.
Elkins 26241
636-6220

Counties served: Barbour, Pendleton, Randolph, Tucker, Webster.

Clarksburg - Region V
311 Goff Bldg, Clarksburg 26301
623-6649

Counties served: Braxton, Doddridge, Gilmer, Harrison, Lewis, Upshur.

Parkersburg Office - Region VI
305½ Fourth St.
Parkersburg 26101
485-7522

Counties served: Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, Wood.

Lewisburg Office - Region VIII
207 West Washington St.
Lewisburg 24901
645-3131

Counties served: Greenbrier, Monroe, Nicholas, Pocahontas, Summers.

Huntington Office - Region IX
623 Seventh St, Suite 2000
Huntington 25701
697-2070

Counties served: Cabell, Lincoln, Logan, Mason, Mingo, Wayne.

Beckley Office - Region X
101½ South Eisenhower Dr.
Rm. 210, Beckley 25801
255-0561

Counties served: Fayette, Mercer, McDowell, Raleigh, Wyoming.

Beckley Office Region X - Satellite Offices
Municipal Bldg, Bluefield
325-3073

Hours: Mon, 9 am-noon; 1-4:30 pm.

213 Court St, Fayetteville
574-2643

Hours: Tues. and Thurs, 9 am-noon; 1-4:30 pm.

Mercer County Economic Opportunity Council
P.O. Box 3185, Bluewell
489-3532

Hours: Wed, 9 am-noon; 1-4:30 pm.

Wyoming County
Opportunity Council
P.O. Box 671, Oceana 24870
682-4300
Hours: Thurs. and Fri, 9 am-noon;
1-4 pm.

The Legal Aid Society of Charleston

1033 Quarrier St, Charleston 25301
343-4481

The Legal Aid Society represents low-income people who live in Boone, Clay, Kanawha, and Putnam Counties. The legal staff handles individual civil cases, such as administrative hearings for Supplemental Security Income (SSI) or social security disability benefits, domestic relations, adoptions, name changes, and landlord-tenant problems. They do not take 'fee generating' cases (cases that, if won, would pay the lawyer's fee) such as personal injury or workers' compensation, unless you have letters from two private attorneys refusing your case. You should call for an appointment. Branch offices are located at the following addresses:

Boone County
Community Action Agency
Boone County Courthouse
Madison 25130
369-2750 or 949-3673

Clay County
Community Action Agency
Clay 25043
587-2428

Putnam County
Community Action Agency
Winfield 25213
755-7601

North Central Legal Aid Society

356 Spruce St, Morgantown 26505
296-3100
200 Adams St, Fairmont 26554
363-3350

North Central represents the same type cases as Charleston Legal Aid does, with the addition of law reform work (such as challenging a law that discriminates against women). North Central is a good source of information about other social services available in its area. Morgantown and Fairmont offices are full-time. North Central part-time branch offices are listed below.

Branch offices:
Phillipi (Barbour County)
457-3420
Kingwood (Preston County)
329-1028
Grafton (Taylor County)
265-3200
Parsons (Tucker County)
478-3536

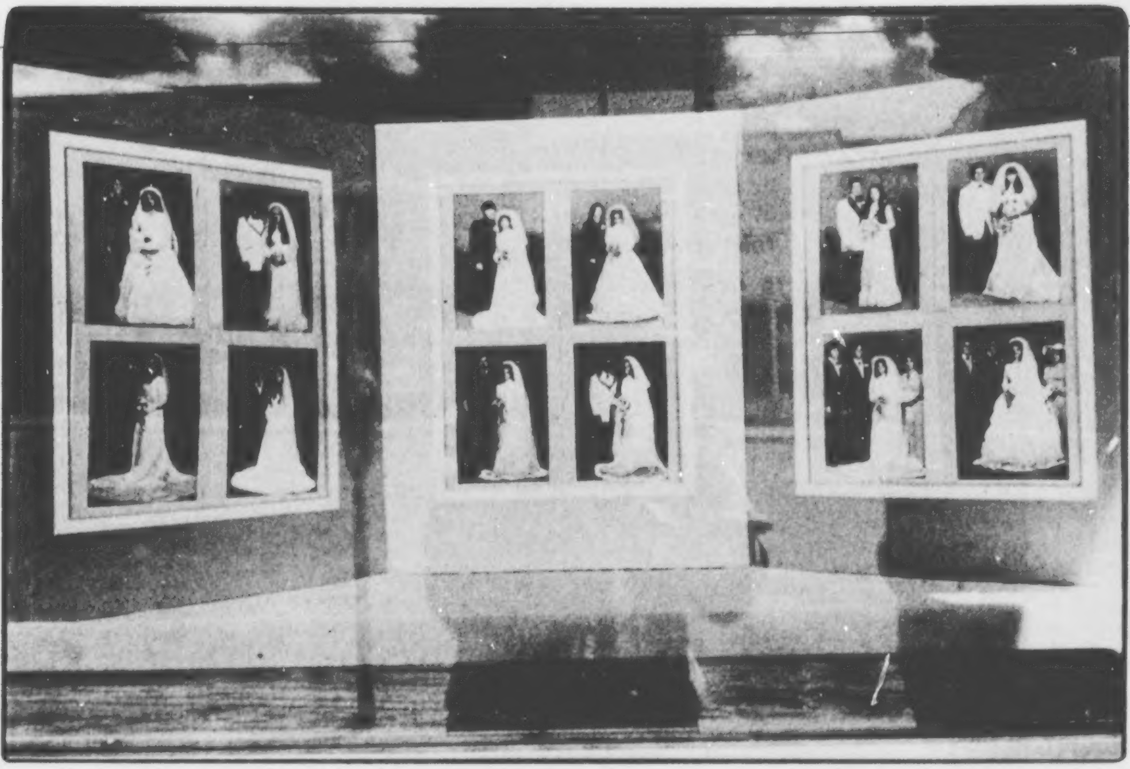
Appalachian Research and Defense Fund, Inc.

1116-B Kanawha Blvd.
Charleston 25301
344-9687

Staff lawyers work on individual civil cases and law reform. They have done extensive work on juvenile rights, mental health law, environmental law, welfare law reform, and prison reform.

Branch offices:
410 Market St, P.O. Box 36
Hamlin 25523
824-7634
504 White and Browning Bldg.
Stratton St.
Logan 25601
752-4178
Main St.
Oceana 24870
682-4300
1422 Main St.
Princeton 24740
487-1463
National Bank Bldg.
McDowell St, Welch 24801
436-3488
242 East Second Ave.
Williamson 25661
235-6751

■ © Rosalyn Gerstein, *Mr. and Mrs. Jesca White, Twilight, West Virginia*



■ © Rosalyn Gerstein, *Wedding Portraits*

Marriage and the Law

by Gail Falk

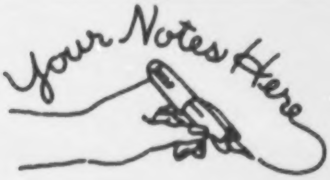
Custom, social pressure, and personal preference shape relationships within the married family. As long as a husband and wife are married and living together, the law leaves them free to decide how to divide the family's resources, and who and how the children will be cared for. Both wife and husband may hold property, jointly or separately ('property' includes real estate, a car, money in the bank, and any other possession). Separately-owned property is under the sole control of the spouse who owns it: for instance, a husband has no right to take money from a checking account that is solely in his wife's name. Both husband and wife may borrow money and establish credit in their own name.* The law leaves each spouse free to decide how much of his/her separate property or money to share with the other.

This situation gives a healthy freedom to families that are able to arrive at fair, mutually satisfactory decisions. The law, however, provides little or no support to the woman who feels she is not being treated fairly but wants to stay married. In general, the law will not intervene until things get so bad that she and her husband are separated. There are two exceptions: domestic brutality and nonsupport.

Domestic brutality. Under West Virginia law - as it is written - a husband who beats or hits or threatens his wife is as guilty of a crime as he would be if he assaulted a stranger. (A wife who assaults her husband is also guilty of a crime. However, this is much less common.) If your husband physically harms you or threatens you with bodily harm, you have a right to go to the police or to a magistrate and swear out a warrant accusing him of a crime. Once a warrant has been sworn out, a person who has been accused of assault will be arrested or asked to come before a magistrate or city judge. Depending on many factors, including the seriousness of the accusation, he may be required to post bond or he may be released 'on his own recognizance' (without bond); in any case, he will almost always be released until a hearing. If he cannot afford a lawyer, a lawyer will be appointed for him. The prosecuting attorney of the county, theoretically, becomes your lawyer. At the hearing (trial) you will have to prove beyond a reasonable doubt that your husband was guilty of assaulting you.

The law as it is practiced, not only in West Virginia but in all parts of this country, treats wifebeaters quite differently from other criminals. Unless you show physical signs of attack, you may have trouble getting an official to fill out a warrant. Even if a

**A wife is not responsible for her husband's debts unless she cosigned for them. A husband is not liable for his wife's debts unless he cosigned for them, although he may be held responsible for certain necessities of life, such as food, clothing, and shelter, which the wife purchased on credit.*



warrant is issued, the constable may not arrest him. Even if he is arrested, he may not be required to post bond. Even if he is brought to trial, you may not get help in presenting or proving your case. Even if your husband is convicted by a magistrate or city judge, he has the right to have a new trial in circuit court and there is very little you or anyone can do at that stage unless the prosecuting attorney is willing to push the case.

This description of the practical problems of using the law is not intended to discourage you from using the law, but rather to warn you not to depend upon the law. It may be helpful to let your husband know that you are aware it is a crime for him to beat you. It may also be helpful to let him know you are considering swearing out a warrant against him, or to actually go as far as swearing out a warrant. In the end, however, the only real protection for most women from domestic brutality is their wits, their friends or family, and their own determination to say 'no.' *(See 'Legal Options for Battered Women' in this chapter.)*

Nonsupport. West Virginia law makes it a crime for a husband to 'neglect or refuse to provide for the support and maintenance' of his wife and children without just cause. (This section of the West Virginia law also provides that a woman who fails to support her children without lawful excuse is guilty of a crime. However, it is not a crime under this section for a wife to refuse to support her husband.) This law is of help only to a wife whose husband absolutely refuses to help her. She must prove that she and/or her children are 'in destitute and necessitous circumstance.' If a husband is found guilty of nonsupport, he can be found guilty of a misdemeanor and also ordered to pay support. The law gives the magistrate or judge the power to hold an employed man in jail and release him only to go to work. More commonly, a man found guilty of nonsupport will be released on bond. However, a man who has no money to support his family cannot be found guilty of nonsupport.

To file a nonsupport warrant, go to the magistrate for the district where you live. If you are unable to pay for the warrant, West Virginia law says the magistrate must issue the warrant anyway and the constable must deliver it to your husband without charge to you. ■

Women's Legal Rights

Publications

The Law for a Woman
Ellen Switzer
Charles Scribner's Sons
New York, NY, 1976.
$3.95 (paperback)

The book presents a series of cases raising pertinent legal questions, followed by their appropriate legal solutions. This format is a handicap if one is looking for a quick answer to a specific legal question, but useful for women unfamiliar with the scope of their legal rights.

The Rights of Women: The Basic ACLU Guide to a Woman's Rights
Susan C. Ross
Avon Books, New York, NY, 1973.
$1.25 (paperback)

Using a question-and-answer format, Ms. Ross explains women's legal rights under the Constitution, and how they are defined by federal and state laws.

Subjects covered include employment, education, women and the media, a woman's right to control her own body, and marriage and divorce laws. Comprehensive and readable, although somewhat outdated. Highly recommended as a basic resource.

Sexist Justice
Karen DeCrow
Vintage Books
New York, NY, 1974.
$2.95 (paperback)

A well-known feminist lawyer analyzes court rulings, statutes, legal precedents, and widespread practices that perpetuate sex discrimination in finance, domestic relations, criminal justice, employment and education.

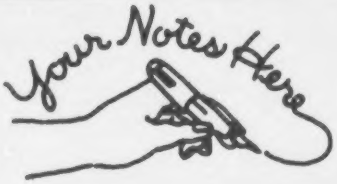
State-by State Guide to Women's Legal Rights
Shana Alexander
Wollstonecraft, Inc.
Los Angeles, CA, 1975.
$5.95 (paperback)

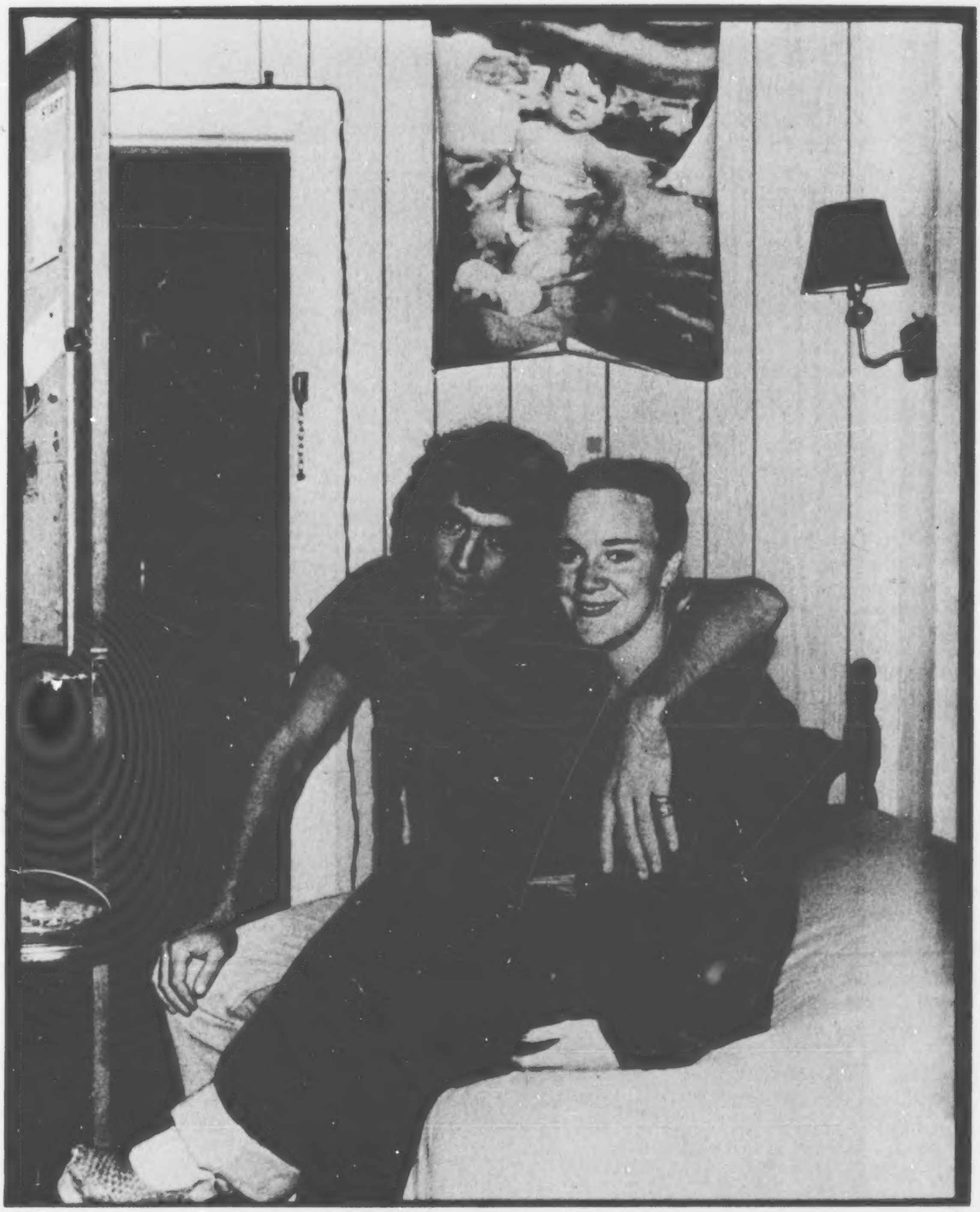
General information about the various laws governing women's rights, with brief summaries of pertinent state laws. Somewhat useful for making comparisons between state laws. However, depth of information is limited.

Women and the Law, The Unfinished Revolution
Leo Kanowitz
University of New Mexico Press
Albuquerque, NM, 1969.
$8.95 (hardcover), $3.95 (paperback)

Although this book does not cover recent major legislation, it remains one of the definitive studies of the treatment of women under the law. A must for a basic understanding of the subject. ■

Excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).





Names: Keeping or Changing Yours

by Sherri Rodgers

Keeping your birth name at marriage

No law in West Virginia says that a woman must take her husband's name when she marries. Most people, including lawyers and government officials, believe she must. Until recently, women who tried to keep their own names when they married were told that it was illegal to do so.

It is only by custom and not by law that a woman adopts her husband's last name. According to the Attorney General of West Virginia, 'a woman has the option of retaining her maiden name or of assuming the surname of her husband.' This opinion was issued in 1975. At present in West Virginia, a woman who does not adopt her husband's name at the time of marriage may use her maiden name (also called her 'birth' name) * for any legal or social purpose. She may vote, file a joint or separate tax return, teach school, receive a government paycheck, and get a passport, credit cards, and family Blue Cross Health Insurance.

A woman who wants to keep her birth name when she gets married may do so simply by *always* using her birth name after marriage. It is not necessary to go to court to get the right to keep your birth name. Neither is it necessary (or recommended) to tell the country clerk when you get your marriage license that you are planning to keep your birth name. Many women find it less hassle to get identification such as a driver's license, credit cards, social security card, and voter's registration before they marry. If you have a driver's license, voter's registration card, or similar identification, you have no obligation to report the fact you are married if you are planning to keep the name on the card.

What you must do is always use your birth name. Both from a legal and practical standpoint, you will cause confusion if you sometimes use your birth name and sometimes your husband's name.

Many officials, including some lawyers, are unaware of the Attorney General's opinion on your right to keep your birth name. If you run into someone who won't let you use your birth name, you can ordinarily persuade them by showing them a copy of the 1975 opinion. To get a copy, write to the Office of the Attorney General, State Capitol, Charleston 25305, and request a copy of the April 30, 1975, opinion regarding a married woman's right to register to vote in her maiden name.

■ © Rosalyn Gerstein,
Ricky and Carol

**The procedure for keeping a birth name applies as well to a woman who, upon marrying again, wants to keep her name from a first marriage.*

Changing back to your birth name

Sometimes a woman uses her husband's name for a while and then decides she wants to change back to her birth name. Under common law, any person, man or woman, married or unmarried, has a right to change to any name s/he chooses, as long as the change is not made to deceive or defraud. You may just start using your birth name again.

However, you may run into trouble. Some agencies or banks may not accept your name change. In that case, you may need to ask the court to change your name formally. A name change petition is filed with the Circuit Court. There is a $10 filing fee, and notice of your petition must be published in the newspaper (there is also a charge for this). As long as you are not changing your name to deceive anyone, the court must grant your request. In general, people hire lawyers to prepare the name change petition and represent them at the hearing. Legal fees for this ordinarily range from $100 to $200.

Taking another name

Both married and unmarried women (and men) sometimes want to adopt a new name that is neither their birth name nor their husband's name. The information in the preceding section on 'Changing back to your birth name' applies to this situation

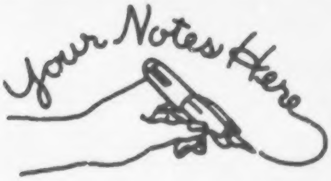
Changing your name at divorce

As part of a divorce, a woman without children can be given back the name she had before she was married (either her birth name or a former married name). If you want to do this, remember to tell your lawyer; the name change can be included in the final divorce order.

However, if children were born during your marriage, the court cannot return your former name to you as part of the divorce. This is specifically spelled out in West Virginia law, and will continue to be the law until changed by the legislature. This does not necessarily mean you are stuck with the name of your former husband. A divorced woman with children has the same right as any other West Virginia person to informally change her name by use without court action or formally by a name change petition submitted to the Circuit Court. A 1977 West Virginia Supreme Court opinion said any divorced woman has a right to change her name by a name change petition.

Name of children

There is no law in West Virginia that says a child must be given at birth his/her father's last name. Just as parents have the right to give their children any first and middle name they choose, the parents also apparently have the right to give their child any last



name they choose. Since very few parents have ever tried to do this, the law in West Virginia is unclear. In recent years the West Virginia Division of Vital Statistics has granted birth certificates to children who were given their mother's last name, rather than their father's.

If you want to give your child a last name other than the father's, be sure you tell the hospital workers who fill out forms for the child's birth certificate. If the hospital does not cooperate, you may have to write or talk directly with the Division of Vital Statistics, 1800 Washington St. East, Charleston 25305, 348-2931.

Parents who are considering giving their child a hyphenated name should think hard about the practical problems which may be created for a child who will bear neither the father's nor the mother's name. For example, the parents may encounter difficulties in filling out forms at a hospital emergency room since the child has a different name. It may also be difficult for a child to locate official records about him/herself later in life since they may be filed under his/her name or one of the parents.

For women who need information or assistance with name problems, write to the Center for a Woman's Own Name, 261 Kimberly, Barrington, IL 60010. ■

Legal Options for Battered Women

by Susan Hendricks

In West Virginia, as in the rest of the nation, it is illegal for an individual to physically attack another person. The law does not deal specifically with assaults on a spouse, mainly because existing assault statutes are expected to cover such situations. In actual practice, however, police tend to react very differently when an assailant is married to or living with his victim.

Some police today are trained in domestic counseling; this tends to work to the disadvantage of the battered woman. Her overriding interest at the point she calls in the police is preserving her life; police tend to respond by 'reasoning' with the couple and intervening to keep the family together. In general, it is rare for police to jail a man for assaulting his wife or living companion - unless the beating was severe enough to incapacitate or kill her.

If you are a battered woman, your legal options are therefore somewhat limited. Any choice you make depends, of course, on the circumstances of your particular situation. In general, however, you should consider the following options. Some apply only to married couples.

Self-defense

Your best legal protection is the right of self-defense. According to common law, you have a right to defend yourself if you are in fear for your life. You are obliged, however, not to use 'excessive force' in defending yourself. (You can't shoot a man for slapping you, for example.) You are also expected to retreat from the attack, *if possible*.

Protective orders

In March, 1979, the state legislature adopted the Family Protection Act, which provides immediate protection to a person who is suffering physical abuse at the hands of a member of his/her household. Although this law protects either spouse, people living as spouses, children and parents, it is primarily intended as an aid for battered women.

Under this act, you can petition the court for a protective order. Such a petition takes precedence over all other matters on the court calendar (except on-going trials), guaranteeing you a speedy hearing. If the magistrate or circuit judge hearing your request finds that you are in obvious and grave danger, s/he can issue a temporary protective order and schedule a full hearing within five days. During that hearing, your husband or living companion is also permitted to present his case. If the magistrate

■ Rosamond Wolff Purcell

or judge finds that you are still in danger, s/he can issue a protective order for up to thirty days.

Provisions under a protective order can do any or all of the following: bar your husband or companion from the house, order him to stop the abuse, give you temporary possession of the family home and furnishings, award you temporary custody of your children, and order your husband or companion to pay temporary support to you and/or your children.

If your husband or living companion violates the order, he can be held in contempt of court and jailed for up to thirty days and/or fined up to $1,000.

Obtaining a protective order is not a permanent solution to your problem. However, it can ensure that you have peace and a root over your head while you decide what to do about the future.

As of this writing, this law has not been used. Some magistrates and judges are unfamiliar with it. Therefore, it is recommended that you obtain help from a lawyer in seeking a protective order. *(See 'Legal Services for Low-Income People' in this chapter if you cannot afford to hire a lawyer. The nearest community task force - listings accompany this article - also may be able to advise you or refer you to inexpensive legal advice.)*

Peace bonds

A less effective alternative is to take out a peace bond. According to West Virginia law, if you have 'good cause' to believe that a person intends to commit an offense against you, you can ask for a peace bond from a county magistrate. The defendant (in this case, your husband or living companion) will be required to put up in bond some security, usually money, which he will forfeit if he breaks the law.

In general, taking out a peace bond is not a good option if you are financially dependent upon your husband or companion, since any bond forfeited will usually come out of your mutual living expenses. Furthermore, peace bonds are unnecessary since your husband or living companion can be arrested for attacking you under existing assault statutes. Under a peace bond, he is liable only for the amount of money specified in the bond.

It is also not a good idea to take out a peace bond if you are living with your attacker. Such an action can be useful if you are living apart and your husband or former companion continues to threaten or attack you, particularly if he is likely to be sensitive to a financial penalty.

Assault laws

Your main legal avenue for retribution is the assault warrant. Simple assault (threats) and assault and battery (actual physical violence) are both misdemeanors. In order to charge your husband or living companion with either crime, you will have to swear out a warrant before a magistrate, unless the assault occurred in the presence of a police officer or magistrate. You will be asked to swear to the fact that you were assaulted, thus giving the magistrate probable cause for issuing the warrant. The maximum penalty for either crime is thirty days imprisonment and a $50 fine.

Other degrees of assault include unlawful assault, malicious assault, attempted murder, and homicide, all of which are felonies. The charge of unlawful or malicious assault applies to cases in which the assailant uses a weapon. The difference between these two degrees of assault is the seriousness of the assailant's motive. Conviction of unlawful assault can result in imprisonment for one to five years; conviction for malicious assault can result in imprisonment for two to ten years.

If you decide to press charges against your husband or companion, be prepared to meet resistance from friends, family, and the law. Reasons offered to encourage you to drop your charges are likely to range from the logical ('It will only make him mad and you'll pay for it when he gets out.') to the ridiculous ('He's sorry and won't do it again.') Make up your own mind. In most cases, it is not wise or safe to press charges if you intend to continue to live with your attacker.

Involuntary mental commitment

If you do not want your husband imprisoned on criminal charges, you may be able to take out a warrant for involuntary mental commitment. Under West Virginia law, such warrants can be issued if you have reason to believe that a person is mentally ill, mentally retarded, or addicted to drugs or alcohol and because of his/her condition likely to cause serious harm to him/herself or others.

When taking out an involuntary commitment warrant, you will apply under oath in Circuit Court or before the mental hygiene commissioner in the county in which your husband is residing. If the warrant is granted, your husband will be taken into custody (but not placed in jail) and examined within 14 hours by at least one physician. If the physician finds probable cause to believe that your husband is mentally ill or retarded, or addicted, *and* likely to cause serious harm, the custody will be extended for three days and he will be examined by a psychiatrist and a second physician. If both agree with the original diagnosis, your husband will be committed for mental treatment and held until he is no longer considered a threat.

Involuntary mental commitment is obviously a drastic measure. However, it can be used effectively if you are hesitant about pressing criminal charges against a man with severe psychological problems. The burden of proof on you will be very heavy: the possibility of violence must generally be immediate, serious, and obvious.

Divorce

Legal protection increases if you file for divorce. Under the West Virginia divorce code, you can obtain a restraining order to prevent your husband from harassing or even visiting you. If he violates the order, he can be charged with contempt of court and jailed and/or fined.

During the divorce process and prior to the final divorce decree, you can request exclusive use of the marital home. You can also request a court injunction ordering your husband to stay away from the residence. *(For more information on your rights during a divorce, see the article on Separation and Divorce in this chapter.)*

The Legal Aid Society estimates 80 percent of the divorce cases it handles involve battered wives. If, like most women, you have limited or no financial resources of your own, you may be eligible for legal assistance if you decide to divorce your husband. *(See 'Legal Services for Low-Income People' in this chapter.)* ■

Support for Battered Women: Community Task Forces

Many of these groups are in organizational stages and do not yet offer a full range of services. However, battered women can turn to them for counseling and support, referral for legal work and assistance in locating temporary shelter.

The West Virginia Women's Commission has targeted working with battered women as its main task. It publishes a bimonthly newsletter for groups around the state that provide services to abused women. The commission also refers women to nearby groups providing direct services to battered women. Contact the commission at WB-9, Capitol Complex, Charleston 25305; 348-8816.

Family Service Association groups and community mental health agencies also offer counseling and support to battered women. *(See Health Resources in the Health chapter of this book.)*

The following cities have domestic violence groups:

BECKLEY

Women's Resource Center
East Beckley Station, P.O. Box 3066
Beckley 25801
255-2559

CHARLESTON

Charleston Domestic Violence Center
1105 Quarrier St.
Charleston 25301
343-8036 or 344-9834
1-800-624-8540 (toll-free, 24-hour crisis line)

CLARKSBURG

Central District Mental Health Center
6 Hospital Plaza
Clarksburg 26301
263-5661

HUNTINGTON

Community Mental Health Center
3375 US Route 60 East
Huntington 25705
525-7851

MARTINSBURG-SHEPARDSTOWN

Shenandoah Women's Center Inc.
Shelter Committee
222 College St.
Martinsburg 25401
263-8522, 263-8292 (hot line, staffed 5-9 pm)

MORGANTOWN

Rape and Domestic Violence Center
221 Wiley St.
Morgantown 26505
292-2121 or 292-5015

PARKERSBURG

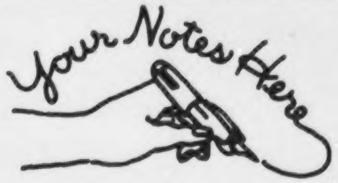
YWCA
2501 Dudley Ave.
Parkersburg 26101
422-5465

PETERSBURG

Appalachian Mental Health Center
19 Virginia Ave.
Petersburg 26847
257-1155

WHEELING

YWCA
1100 Chaplin St.
Wheeling 26003
232-0511, 234-8161 (24-hour hot line) ■



Separation and Divorce

by Gail Falk

It is strongly recommended that you not rely on the courts to settle disputes between you and your husband unless absolutely necessary. You must, of course, have a court order to be divorced or to have your marriage annulled. Beyond that, however, nearly everything the courts can do can also be done by agreement between you and your husband.

The breakdown of a marriage is never joyful and seldom is free from conflict. However, with effort a husband and wife often can come to an agreement upon some or all of the terms of their separation. A contested divorce (one in which husband and wife fight out their disagreements in court) is always an ugly thing, particularly where children are involved. It is also very expensive and time-consuming. The average contested divorce is about four times as expensive as an uncontested divorce.

When a marriage is breaking down, it is not easy but usually worth the effort to try to come to an agreement with your husband about matters such as whether to get divorced, how to divide property, who keeps the children, and support. Both of you are more likely to abide by an agreement you each consent to. Many women flee from a husband they feel they cannot reason with into the arms of the court, which is also sexist and often unreasonable. Often a situation which appears impossible may be settled by agreement with an investment of patience, diplomacy, and the help of friends or professional counselors.

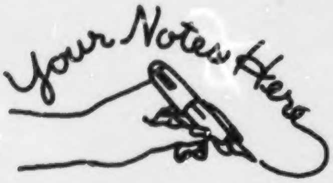
On the other hand, reaching an agreement does not mean giving in. If necessary, you must be prepared to go to court to fight for what you believe is important (your home, your children, whatever). Often it will be hard for you to know whether what you are asking is reasonable (or, more importantly, if the courts will think it is reasonable). One of the most important ways a lawyer can help is to advise you on the attitudes of the judge of your county and whether you are bargaining from strength or weakness.

The first step: separating

Before any legal steps are taken, the first step in the breakdown of a marriage is usually a physical separation.

If you are the one to leave. Many women believe they need legal approval to leave their husband. Others think that if they leave, they will be unable to get a divorce or get a favorable financial settlement. Neither is true.

No law says you have to live in the same house with your husband. If you want or need to leave, whether temporarily or



permanently, you may leave. You do not need the court's permission. You do not need your husband's permission. If the car is wholly or partly in your name, you have a legal right to take it. If you have money in a joint checking or savings account, you have a legal right to take that. You have a legal right to take any jointly owned household possessions. However, in deciding what to take with you, keep in mind that infuriating your husband may not be to your long-term advantage.

If you have children, and if you want custody of them, take them with you. It is often hard, both practically and legally, to get your children back once you have left them with your husband - particularly if you can be pictured as having abandoned your children. If your children go with you, you may have to live at a reduced standard of living; this in itself is not reason enough to lose custody, so long as you make sure they get food, clothing, shelter, and a healthful environment.

If your husband leaves. Your husband has the same legal right to leave home that you do. No court will make him come home if he wants to live somewhere else. However, if he leaves you and your children with no means of support, you can swear out a nonsupport warrant. *(See Marriage and the Law in this chapter.)*

If your husband leaves the state and is not contributing to the support of you and your children, you can swear out a 'reciprocal nonsupport petition.' To do this, go to the office of the prosecuting attorney of your county, where you will fill out and swear to a form giving information about your husband. There is no charge for this. The prosecuting attorney then sends the petition to the county where your husband lives and he is called into court there. This is a very slow and often ineffective process.

To swear out either a reciprocal or regular nonsupport complaint, you must know your husband's address. The federal government has set up a parent locator service which can sometimes locate a deserting parent. You may be able to get help in getting support from an out-of-state husband by contacting the Absent Parent Unit, Division of Economic Services, Department of Welfare, 1900 Washington St. East, Charleston 25305, 348-8290. If you believe your husband's departure is permanent, you will probably want to consult a lawyer to discuss your legal options.

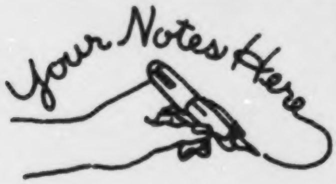
If you want your husband to leave but he won't. Suppose your husband is abusing you and you have young children and no way to leave home. As a general rule, courts are hesitant to order a man to leave his own home. However, an amendment to the divorce law passed by the legislature in 1977 gives the court power to order a man (or woman) to leave the home after a divorce complaint has been filed. *(See section below on filing suit.)*

■ © Rosalyn Gerstein, *Before Divorce*

Separation agreement

A separation agreement is a legally binding contract between you and your husband. The subjects which are often covered in a separation agreement are: custody of children; visitation rights; child support (medical bills, tax deduction, weekly or monthly payments, cost of living increases); alimony; insurance; division of property (home, bank accounts, furnishings, car); payment of existing debts; attorney fees; inheritance fees; arbitration procedure. You and your husband can enter a separation agreement at any time after you separate. It can cover all of the subjects listed above or only those you agree on. Unless the agreement has been made part of a final order in a divorce or other court action, it can also be ended by agreement between the two of you at any time. If you and your husband sign a separation agreement and both of you later decide to get back together or make a new agreement, you can tear up the old agreement. However, if only one of you later decides to back out, the agreement is still binding. For this reason, it is important to have at least two signed copies, one for you and one for your husband.

A separation agreement may be a simple contract or it may be a lengthy and complicated document, depending on the amount of property or whether there are children. A separation



agreement does not have to be written by a lawyer. However, most people have a lawyer draft the agreement to make sure all subjects are included and it is consistent with the existing law. The most important thing is that it be written clearly so that, in case of a dispute later, there can be no question about what it means. It should be signed and dated by you and your husband, preferably in front of a notary.

As soon as the agreement is signed by the two of you, it is legally binding. If either of you breaks the terms of the agreement, the other has the right to go to a magistrate or the circuit court to have the contract enforced. This is true even after the divorce is final. *(See section on enforcement in this article.)*

When possible, it is a good idea to sign a separation agreement before (or soon after) filing for divorce. This will save both of you expense and trouble. If your husband has signed a separation agreement, and if you have agreed to submit it to the judge at the divorce hearing, your husband should have no reason to contest the divorce. In a divorce the court will nearly always accept a separation agreement and make it a part of the final divorce order if it appears to be reasonably fair to wife, husband, and children.

The divorce: grounds and residency requirements*

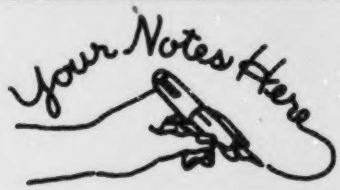
A divorce is a legal termination of a marriage. A divorce is effective on the day the final divorce order is signed by the judge. As part of a divorce, the court provides for division of property, custody of children, visitation, and support. Either party is free to remarry at any time after the divorce is final.

A separate maintenance action (sometimes called a 'legal separation') is brought when the couple does not want a divorce because of a strong moral, religious, or financial reason. In a separation maintenance action, the court provides for division of property, custody of children, visitation, and support, as in a divorce. However, neither husband nor wife are free to remarry. If you and your husband have signed a separation agreement (described in the preceding section), there usually is no need to file an action for separate maintenance. A separate maintenance action may be advisable if you and your husband cannot agree on the terms of your separation, if your husband is not complying with the terms of the agreement, or if you want the court to order him to let you and/or your children alone.

As of July, 1977, there are two kinds of divorce (or separate maintenance) in West Virginia: 1) 'no-fault' divorce and 2) divorce based upon a fault ground.

No-fault divorce. If you and your husband agree on divorce, West Virginia now provides for a fairly quick 'no-fault' divorce. 'No-fault' means legally that it is unnecessary to prove that one or the other party is at fault for the breakdown of the marriage. In a 'no-fault' divorce, husband and wife each must submit to the court a sworn, notarized, written statement that irreconcilable

**Every state has its own divorce laws and procedures. If your husband files suit against you in another state, you must check the laws of that state.*



differences exist between them. A witness is not needed to prove that there are irreconcilable (unsettled) differences. There also is no legal reason why the judge should ask what those differences are and whether they are irreconcilable. Irreconcilable differences is the simplest ground for divorce when you know where your husband is and he agrees to the divorce. However, if one or the other of you will not sign the necessary papers stating there are irreconcilable differences then the divorce can be granted only if a ground for divorce based on the fault of one of the parties is proved.

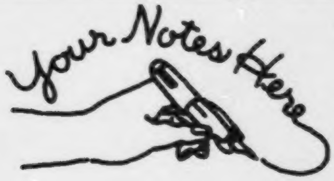
'Fault' grounds. To get a divorce based on any of the following grounds, you must at a hearing swear that the grounds are true and have at least one witness who will come to the divorce hearing and swear that s/he knows from personal knowledge of the facts you are claiming. In an uncontested divorce, there usually is little cross-examination of you or your witness. In a contested divorce, your husband usually will try to prove by cross-examination and his own testimony and that of witnesses that you do not have grounds for divorce.

In West Virginia the grounds for divorce are:

- having lived 'separate and apart' without cohabitation for at least one year by the choice of one or both of you;
- having been deserted or abandoned by your spouse for at least six months;
- cruel or inhuman treatment, which includes false accusation of adultery or homosexuality or conduct which destroys or tends to destroy 'the mental or physical well-being, happiness, and welfare of the other and render continued cohabitation unsafe or unendurable;'
- habitual drunkenness;
- addiction to narcotic or dangerous drugs;
- permanent, incurable insanity (This ground is available only after the mentally ill person has been in a mental hospital for three consecutive years.);
- abuse or neglect of any child of the husband and wife (The abuse or neglect must be serious enough to justify depriving the offending person of parental rights to the child.);
- adultery;
- conviction or a felony during the marriage.

Since interpretation of each of the grounds can vary widely from county to county, it is very important that you discuss with your lawyer whether you have sufficient proof of your grounds.

Residency requirements. To file a valid divorce complaint in West Virginia, either you or your husband must have been a resident of West Virginia for the entire year before you filed your complaint. (The only exception are divorce suits based on adultery. If the defendant - the person accused of adultery - lives in or is visiting in West Virginia, the suit can be brought at any time. If the defendant is in another state, the suit cannot be started until the person complaining of adultery has lived here a year.)



Being a 'resident' means you have made West Virginia your permanent home. Registering to vote and obtaining a West Virginia driver's license are common methods of establishing residency. You do not need to be an American citizen. You also are not required to have lived together in West Virginia as husband and wife.

If your husband lives outside West Virginia and you are starting the suit, it can be filed in the county where you live. If your husband lives in West Virginia and you are starting the suit, it can be filed in the county where he lives. If you and your husband last lived together as husband and wife in West Virginia, the divorce suit can also be filed in the county where you last lived together.

How to file the suit

A divorce is started by filing a 'complaint.'* This is a legal document, usually no more than two or three pages long, stating date and place of marriage, date of separation, names and ages of minor children, grounds for the divorce, and what you want the court to do. The person (husband or wife) who starts the suit is called the plaintiff. The complaint must be signed and sworn to by the plaintiff before a notary public. It is filed by delivering it to the circuit clerk's office. The filing fee is $10. If you can not afford the fee, you can sign a statement asking the court to waive all court costs.

A copy of the complaint will be delivered, usually by a sheriff's deputy, to the other spouse, who is called the defendant. The sheriff's charge for this is $3. The defendant has 20 days from the day s/he receives the complaint to file an 'answer.' If the defendant lives outside West Virginia, notice of the suit must be published in the paper and a copy mailed to his/her last known address. Nonresident defendants have 30 days after the last notice is published to file an answer. In a no-fault divorce the defendant must file an answer containing a sworn, notarized statement that there are irreconcilable differences between the parties.

In a divorce based on 'fault' grounds, the defendant does not need to do anything if s/he wants the divorce to go through. The defendant may deny that there are grounds for divorce or object to the relief the plaintiff is seeking. The defendant also may file a counterclaim stating that the defendant has grounds for divorce. If a counterclaim is filed, your lawyer will file a simple reply to the counterclaim.

In a contested divorce, there may be a prolonged period of negotiation. The negotiations may go on between you and your husband, or between your lawyer and his lawyer. His lawyer is not allowed to speak to or phone you directly unless your lawyer is present, and vice versa. If the negotiations are successful, you and your husband will probably sign a separation agreement, and

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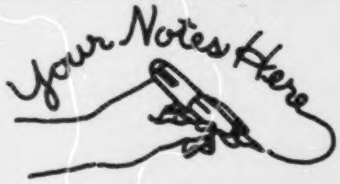
**Procedures in divorces where the husband or wife is under age 18, in prison, in a mental institution, or in the Armed Services are somewhat different from the procedures described here. Ask your lawyer about the differences.*



one or the other of you will probably withdraw the claim or counterclaim.

Temporary hearing and order. After a complaint has been filed but before the final divorce hearing, you can ask the court to issue a temporary order after a 'temporary hearing.' A temporary order may grant temporary custody of the children and temporary support payments; remove either husband or wife from the house; and/or tell the offending spouse to stay away and not harm the spouse filing the complaint.

Except in dire emergency situations, your husband must be given notice of the temporary hearing. It may take just a few days or several weeks to schedule a temporary hearing, depending upon the court's schedule, the perseverance of your lawyer, and the seriousness of your need for temporary relief.

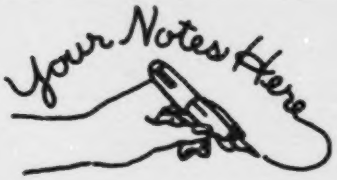
In the majority of West Virginia divorces there is no need for a temporary hearing since a final divorce hearing can usually be scheduled within a few weeks after the complaint is served. In a no-fault divorce, however, the final divorce order cannot be signed by the judge until 60 days or more after the date you filed the complaint.

Final divorce hearing

In some counties in West Virginia, divorce hearings are conducted by the circuit judge; in other counties they are referred to a divorce commissioner.

A divorce commissioner is a lawyer who has been appointed by the court to hold divorce hearings. Usually the hearing is held in his/her office. A court stenographer will be present and keep a record of all that is said at the hearing. The commissioner will listen to the testimony of witnesses and will probably ask the witnesses questions. After the hearing the commissioner will submit a report to the circuit judge with his/her recommendations on whether the divorce should be granted, on child custody, visitation rights, support, alimony, division of property, change of name, and payment of attorney fees. In most cases, the judge will accept the commissioner's recommendations and sign an order implementing those recommendations. The divorce is not final until the judge has signed the order.

The procedure is similar but a little simpler in counties that do not use divorce commissioners. In those counties the divorce is held in the judge's chambers (not the big courtroom) at the courthouse. The proceeding is not open to the public; normally, the only people present will be the judge, the court reporter, you and your witnesses, your husband and his witnesses, and the lawyers for each side. Your children may come, but this is seldom necessary; it is up to you whether to bring them. The procedure is similar to the procedure with a commissioner, except that the judge will usually announce his/her decision at the end of the hearing and the divorce can be final the same day if your lawyer has an order ready for the judge to sign.



Once a divorce is final, the law requires that all records of the divorce hearing, except the judge's orders, be kept in a sealed envelope in the courthouse and not opened except upon a judge's order.

The final decree

As previously mentioned, if you and your husband have signed a separation agreement, this should be given to the judge or commissioner at the hearing. If it is fair and reasonable to all members of the family, the separation agreement will usually be accepted and made part of the final divorce order. The following sections describe matters which will be settled either in the separation agreement or by order of the judge.

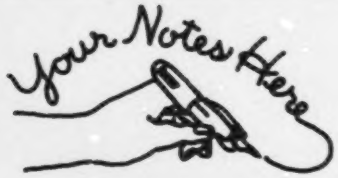
Custody. The court will always make a decision about custody of any children under 18 years of age born during the marriage or born to the parties before the marriage. In awarding custody, the court is supposed to be guided by the best interests of the child. The general tendency is to award custody of young children to mothers; but fathers may sometimes get custody by casting doubt on the mother's ability to care for the child. In the case of older children (over age 12) the court will usually give strong weight to the child's preference.

The decision about custody is not necessarily affected by the decision about who is at fault for the divorce; for instance, a wife could be found guilty of deserting her husband and still be granted custody of her children. However, if the divorce is granted for a ground such as habitual drunkenness, it is fair to assume the person found at fault will not get custody. If you and your husband request it, the court may award joint custody (custody to you and your husband). This is unusual, and the court will almost certainly want to know how you plan to resolve disputes. The court's order regarding custody is always subject to being reopened at a later date upon proof that a change of custody would benefit the children.

Visitation. The court usually grants the spouse who does not get custody the right to visit a child, unless that spouse has been guilty of sexual molestation or serious physical abuse of the child. If requested, the court may set specific times or places for visiting or may simply grant 'reasonable visitation rights.'

Child support. The parent who does not get custody usually is ordered to pay child support if s/he has any income. The amount of child support varies from case to case and no general rule can be made except that it is rarely enough. Payments are usually ordered by the week or by the month. The parent ordered to pay child support may also be ordered to pay medical bills and educational expenses.

Alimony. Alimony is payment from one spouse to another. Usually the man pays alimony to his former wife, but under West Virginia law a woman can be required to pay alimony to her former husband. Except in a family of substantial wealth, it is



unusual for a court to grant alimony to a man or woman who is able-bodied and possesses job skills. If a woman is found to be at fault in the divorce, she will not be awarded alimony. Typically, alimony is awarded in the following situation: the marriage is long-standing; the husband has worked steadily and has advanced in earnings and job status, while the wife was a homemaker; she now lacks job skills, and as a mature woman, can expect difficulty in entering the job market. Alimony generally ends upon remarriage of the person receiving alimony.

Division of property. In West Virginia the court does not have the power to take property from one spouse and give it to another. The court can only restore to one party property which is in the possession of the other. What you received by gift or purchase before or during your marriage is yours unless you have transferred the legal title to your husband.

It is still common in West Virginia for women to assume their husbands are more skilled at business and to let their husband hold title (that is, in his name) to real estate, bank accounts, stocks, and the family car. It should be obvious why a woman should insist on ownership of half the family assets or joint title. If you do not, you will have nothing when the marriage ends.

The court can give you the right to live in a jointly owned home and it can order your husband to continue making mortgage payments. It can, and frequently will, give you possession of the household goods. If your husband is wealthy, the court can also order him to make a lump sum payment to you.

Change of name. If no children were born to you or your husband, you can ask the court to restore your maiden name to you (or a married name if this is a second or third marriage). If you and your husband have children, the court cannot give back your former name as part of the divorce proceeding. *(See article on Names: Changing or Keeping Yours in this chapter to learn how to get your name changed in this situation.)*

Protective orders. If your husband has harassed, threatened, or harmed you or your children, and if you prove this to the court, the court can order your husband to stay away from you and to stay away from your children (except during visiting periods) and to stay away from your property.

Enforcement. Once your divorce has become final, everything in the final order is an order of the court. If you or your former husband disobey an order of the court, you can be held in contempt of court, although this is rare.

If your former husband is not obeying the court order, you can ask the court that granted your divorce to hold a hearing to decide whether he should be held in contempt. If your former husband is found in contempt, he can be requested to pay your attorney fees, part of his wages or social security check can be held back (garnisheed), and in an extreme case of willful refusal to pay, he can be put in jail. Often just asking the court to set a hearing on contempt will be enough to get payment started or harassment stopped.

If you have custody of your children and their father has taken them out of state in violation of court order, the burden will be upon you to go to the state where he lives to get them back. This will be costly and difficult.

If your former husband moves out of state and refuses to pay support, you can get a court order against him only by filing a reciprocal nonsupport warrant or by going to court in the state where he lives *(see article on Marriage and the Law in this chapter)*.

If you and your former husband signed a separation agreement which was adopted by the judge in the final divorce order, you can enforce this like any other contract if he is in West Virginia. You can go to magistrate court in the county where your former husband lives and sue for the amount he owes you (up to $1,500). The advantage of going to magistrate court is that you do not need a lawyer and you can get a hearing promptly. Present your separation agreement to the magistrate and swear out a complaint stating that your former husband owes you 'x' amount of money. (If you sue for more than $1,500, you must take your case to the circuit court). If the magistrate orders your former husband to pay and he still does not, you can ask to have the money he owes held back (garnisheed) from his wages. Your former husband can transfer or appeal the case to circuit court. This will delay things, probably by several months. However, if the circuit court agrees that you are owed the money, he will have to pay court costs (but not a lawyer's fees) and interest from the date you filed a complaint with the magistrate.

Modification. If circumstances change, you can ask the circuit court to modify (change) the divorce order. The most common reasons for modification are to increase or decrease support or to make a change of custody. If you want to modify the divorce agreement, file a petition asking the court to set a date for a hearing to decide whether or not to change the order. Your former husband must be notified of the hearing. Often, if you ask the court to hold your husband in contempt, he will respond by filing a petition to change the divorce order by lowering his support payments. Modification can be a costly, difficult process, which may backfire and result in lowering your support payments. For this reason, you should plan ahead and allow 'cost of living' increases in your separation agreement.

Cost of divorce

Lawyers' fees vary a great deal. In West Virginia, they commonly range from $200 to $500 for an uncontested divorce. Fees for a contested divorce may be as low as $300 for each party or as high as a few thousand dollars in a situation involving substantial property. You should ask about the fee over the telephone or at

Divorce: Resources for Coping

Coping: A Survival Manual for Women Alone
Martha Yates
Prentice-Hall, Inc.
Englewood Cliffs, NJ, 1976.
$9.95 (hardcover)

A straightforward, practical guide for women living alone. The author deals with practical problems like taxes, charge accounts, and leaky faucets, as well as the emotional hardships of aloneness, widowhood, divorce, and children.

The Courage to Divorce
Susan Gettleman and Janet Mackowitz
Simon and Schuster, New York, NY, 1974. $7.95 (hardcover)
Ballantine Books, New York, NY, 1974. $1.75 (paperback)

The co-authors, both family therapists, believe divorce can be a healthy growth-producing experience for family relationships. They examine the writings of mental health care professionals, lawyers, and religious leaders, as well as cultural assumptions that divorce is catastrophic for all involved. An annotated bibliography of books and articles on marriage and divorce is included. Informative reading.

Practical Guide for the Unmarried Couple
William L. Blaine and John Bishop
Sun River Press/Two Continents Publishing Group, New York, NY, 1976. $7.95 (hardcover)

An effort to define the rights and obligations of the unmarried couple and to provide practical guidance for those who choose not to marry their partners. Among the subjects discussed are buying and owning property, dealing with the criminal law, children, renting, death, and separation. Specific section deals with the special problems of elderly couples and alternative lifestyles.

Women in Transition: A Feminist Handbook on Separation and Divorce
Women in Transition, Inc.
Charles Scribner's Sons
New York, NY, 1975.
$6.95 (paperback)

The best sourcebook available for women contemplating separation or divorce. Both legal and emotional aspects of divorce are discussed, including court procedures, child custody, financial resources, and lifestyle adjustment after divorce. Chapter four is especially useful for its discussion of choosing a lawyer. Extensive bibliography and nationwide resources listed. Highly recommended. ■

Excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).

your first meeting with the lawyer. If you think the fee is too high, feel free to shop around.

If, in the course of the divorce you lose confidence in your lawyer, you have a right to discharge him/her and get another lawyer. If you do this, you owe your first lawyer for the work s/he has already done.

If your husband has more money or income than you, he may be ordered to pay your lawyer's fees and/or court costs if he is found to be at fault in the divorce. Your lawyer should certainly ask for this. Even though your husband may eventually be responsible for the attorney fee, a lawyer will usually require a payment from you (for instance, $100) to start the divorce. Your separation agreement with your husband can state how the legal costs of the divorce will be paid.

In addition to lawyers' fees, additional court costs for a divorce are: filing fee, $10; service fee, $3; publication (if husband is out of state), $30 (depending on the newspaper); commissioner's fee, $75; and stenographer's fee, $30. If you and your husband can not afford to pay the court costs, these can be waived. *(For a discussion on how to choose a lawyer, see How to Choose and Use Legal Services in this chapter.)*

Being your own lawyer

You are permitted under the law to file a divorce for yourself, without a lawyer. This is often called a 'pro se' (for yourself) divorce. If both you and your husband want the divorce, and you have no disputes over custody or property or support payments, you will have nothing to lose by not having a lawyer. Even then, it is likely you will meet some opposition from court clerks or judges because you do not have a lawyer. If you feel strongly about doing your own divorce, you should ask someone with legal knowledge to help you prepare the correct forms because court clerks and judges are ordinarily quite busy and do not consider it their job to educate you about the law.

If you do have any unsettled disputes with your husband, you should seriously consider getting a lawyer. A lawyer's job is to protect your interests and represent them as advantageously as possible. In addition, a good lawyer can serve as a mediator in a difficult divorce. If lack of money is the reason you don't want a lawyer, consult the listings on free legal services in this chapter.

In some states women have formed legal clinics or support groups to help each other conduct their own divorces. If there were an organization like this in West Virginia it would become much more practical for women to handle their own divorces, particularly under the 'no-fault' divorce law. ■

■ Susan Meiselas, *West Virginia* © Magnum Photos, Inc.

Rape: What to Do If It Happens

by Carolyn Tillack

Rape is usually thought of as something that happens only to women who are dressed seductively. Many people think of rapists as men with uncontrollable sexual urges. Sexual assault, however, is a crime of violence, an act of power. It has been shown to have little to do with sex and passion. Sex is merely the weapon which the rapist uses to dominate, humiliate, and express hostility towards his/her victim.

The attacker can be anyone. The victim can be anyone. There is no 'typical' victim. Usually the rapist chooses someone who appears to be vulnerable, and from whom he would expect little resistance. A rapist is not necessarily interested in a seductively dressed person since the sex drive is not involved in this crime.

A rapist is someone who functions as any other average person functions, only he has an unusually high urge to express hostility. He is not insane. He may look like an ordinary person on the street; he may hold a job; he may be married and a father.

Likewise, a victim is not necessarily the stereotyped young, attractive woman who is out late at night in a dark alley. A victim can be male or female, of any age, physical appearance, and economic background. Victims have ranged in age from small children to people in their eighties. Male victims are more often teenagers or younger, as they are physically smaller than adult males and therefore more vulnerable.

Sexual assaults occur in any area, not just in dark alleys as we often expect. Many assaults take place in the victim's home. Often the assailant knows his victim ahead of time.

There are different kinds of sexual assault. These range from assault - penetration of the vagina, anus, or mouth by the attacker's penis or a foreign object - to lesser degrees of force and brutality, to touching another person's genitals, anus, breasts, or thighs by force. Any of these occurrences, no matter how slight, is a violation of a person's privacy and rights, and is therefore a sexual assault. A victim has every right to do something about such an assault without feeling at all guilty or responsible for the attack.

What to do if you are sexually assaulted

Even if you do not intend to prosecute:

1. Do not shower, douche, or change your clothes. If you've already changed your clothes, do not launder them. Place them in a paper sack (plastic will destroy the evidence) and take them with you.
2. Go to the nearest hospital or rape crisis center. Call a friend to go with you if you like.

3. Talk to the police. They will be called as soon as you arrive at the hospital, but this does not mean that you have to prosecute. Give a clear description of everything that happened.

4. Talk with the medical staff. Be certain they note any bruises, lacerations, semen, blood, pubic hair other than your own, etc. This is done for future prosecution, and also for your own physical care.

5. Remember: many people still believe the old myth that people who are raped were 'asking for it.' You might detect this during some of the questioning when you are asked leading questions. So keep in mind that this is a personal prejudice, a misunderstanding of the nature of sexual assault, and the questioner's problem - not yours. You are in no way responsible for the assault, no matter who might try to imply you are.

What to expect at the hospital

A police officer will be called to talk with you. S/he is there to gather details that will help to catch your attacker. This is important, even if you do not want to prosecute, for several reasons: 1) rapists rape fairly often, so the police are very interested in getting them off the streets, and your report may help; 2) evidence must be gathered within 48 hours of the attack; 3) the cost of your medical examination will be covered by the state through the prosecuting attorney's office if the crime is reported by the hospital.

You will have a complete examination to check for physical damage and also for evidence of the assault. If you were penetrated in the vagina, mouth, or anus, there may be evidence of semen; therefore, all three places will be examined. This is probably the most embarrassing part of the whole medical exam, but it is over quickly, and it is probably the most important part of your care. Samples of your own pubic hair will be taken. You will be combed for the presence of any loose pubic hairs that are not your own (also a most embarrassing moment, but extremely important in evidence-gathering). You will be checked for blood stains, pieces of foreign skin under your fingernails, and for bruises and lacerations. Tests will be done for venereal disease. You will be given preventive medicine for venereal disease. You may be offered diethylstilbestrol (DES) as prevention of pregnancy. Check your own medical history before you take the 'morning-after' pill. DES is a known carcinogen (cancer-inducing agent). *(Be sure to read Caution: The Dangers of the Morning-After Pill in this chapter.)* You should return in six weeks for a final check for venereal disease (syphilis) and pregnancy.

Police procedures

If you were fortunate enough not to have been badly beaten as well as assaulted, and are in good enough condition to talk, give the police as complete an account of the incident as possible. Since rapists seem to operate in a pattern, the more detailed reports the police can get, the greater are their chances of identifying and arresting them. (Rapists frequently are repeat offenders, so it is crucial to apprehend them as soon as possible.)

In your account to the police, you should include a description of: 1) the attacker - type of clothing, physical appearance (moles, scars, mustache, build, height, etc.), manner of speech, type of car and license number; 2) the location or area where the assault took place - buildings you might have noticed nearby, or other identifiable features of the area.

Often the victim is attacked by someone s/he knows. It is easy to identify such an assailant, but more difficult to convince a jury of an attack by an acquaintance. It is easier to convince a jury of such an assault if the assailant was a stranger.

Legal procedures

There are few incidents of victims being assaulted again after prosecuting their assailants. If you decide to prosecute, you will be required to attend a preliminary hearing to determine whether there is sufficient evidence to prosecute your assailant. You may have your own lawyer present for support and information, but s/he may not represent you in the actual hearing and trial. You will be represented by the state. You will be questioned at this hearing and so will the accused. This should occur within two weeks of the apprehension of the accused. You will then be required to attend the grand jury hearing. Your testimony will be read by the person representing you.

Close to a year after the first two hearings, (unfortunately, such a delay is common), the actual trial will take place. You will be required to testify this time, and the questioning will be in detail. Remember, the defendant's attorney will question you in an attempt to disprove your statement. You should try to keep your statements clear and not be confused by the badgering questions. You must tell the truth on the stand or you could be jailed and/or fined for contempt of court.

You do have the right to withhold your address when asked in front of the court; however, you must request to do this before the trial. Your demeanor in court will influence the view the jury has of you. Keep in mind some of the jurors might believe the myth that people who are raped were 'asking for it.' Dress in a manner that will discourage this kind of thinking.

What you might face after the assault

Often the friends and family of a victim of sexual assault believe the old myths. They may be judgmental and unsympathetic about the rape. As a victim you may find it very difficult to face your situation without support. Talking with a counselor or a person from a rape crisis center should help you deal with the trauma. You might blame yourself for the attack, or you might feel that you are less worthy because of the act that was committed against you. A counselor will be helpful in pointing out to you that a crime was committed, and that you are no more tarnished or to blame than you would be if you had been robbed. Victims who never talk about their assault with someone supportive have difficulty coping with it for years afterwards. It is best to talk about the rape as soon as possible.

Caution: The Dangers of the Morning-After-Pill

There is a chance that you may be pregnant from the rape if sperm entered the vagina and you are not using oral contraceptives or an IUD, have a regular or irregular menses cycle, and have one or two functioning ovaries. (Pregnancy tests done in the emergency room will only show if you were already pregnant when you were raped. It will take six weeks after your last period until it can be determined if you became pregnant as a result of the rape.)

There are three alternatives to avoid continued pregnancy: diethylstilbestrol (DES or 'morning-after-pill'), abortions or menstrual extraction. Many facts must be taken into consideration before a woman decides to take DES. This notorious drug is an estrogen given in large doses to prevent implantation of a fertilized egg in the lining of the uterus. The treatment is commonly fifty milligrams a day by mouth for five days and must be initiated within twenty-four hours of the rape.

The chief concern with DES is that it is a *known potent carcinogen* (cancer-inducing agent). It has been barred from beef in this country and it has been banned from use as an anti-miscarriage drug in pregnant women.

Its effects take years to determine; only recently it has been discovered that some daughters of women who took DES in the 1940s and 1950s have vaginal cancer. However, there is no proof that the woman who takes the 'morning-after-pill' will get cancer.

The choice is yours to make, but before you consider further ask your mother if she took an anti-miscarriage drug when pregnant with you. If the answer is yes, we strongly recommend that you *not* take DES yourself. (You should also have an iodine stain test done of your vaginal walls and a Pap smear taken every six months to screen out the possibility of cancer.) Ask yourself whether you could already have been pregnant before the rape. If you think that possible, have a pregnancy test done. Be sure you *don't* take DES after a pregnancy has begun. Be aware that the side effects of DES can be *severe* nausea and vomiting (ask for anti-nausea medication). Other effects may be vaginal spotting, diarrhea, breast tenderness, insomnia and skin rash. After treatment with DES you may become more fertile, so consider your method of contraception carefully. ■

Excerpted with permission from 'Rape: If It Happens to You - What to Do Medically and Emotionally' by the Boston Area Rape Crisis Center in The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc. 1978).

Help for Sexual Assault Victims

Rape and Domestic Violence Information Center, Inc.
221 Wiley St, Morgantown 26505
292-2121

Sexual Assault Information Center, Inc.
1036 Quarrier St, Charleston 25301
344-9839; 344-9834 (24-hour crisis line)

Both centers provide direct services to sexual assault victims: companionship during hospital and police procedures; short-term counseling; referrals to counselors for long-term counseling; assistance throughout court procedures if the victims choose to prosecute. They also conduct programs of public education on rape and sexual assault for professionals who deal with victims (police/hospital), and for community groups and schools. Publications are also available.

West Virginia Women's Commission
WB-9, Capitol Complex
Charleston 25305
348-8816

The commission can refer you to someone in your area who is working with sexual assault victims. ■

■ Photo: © Rosalyn Gerstein, *Charleston Athletic Club*

Sexual Assault: The Law

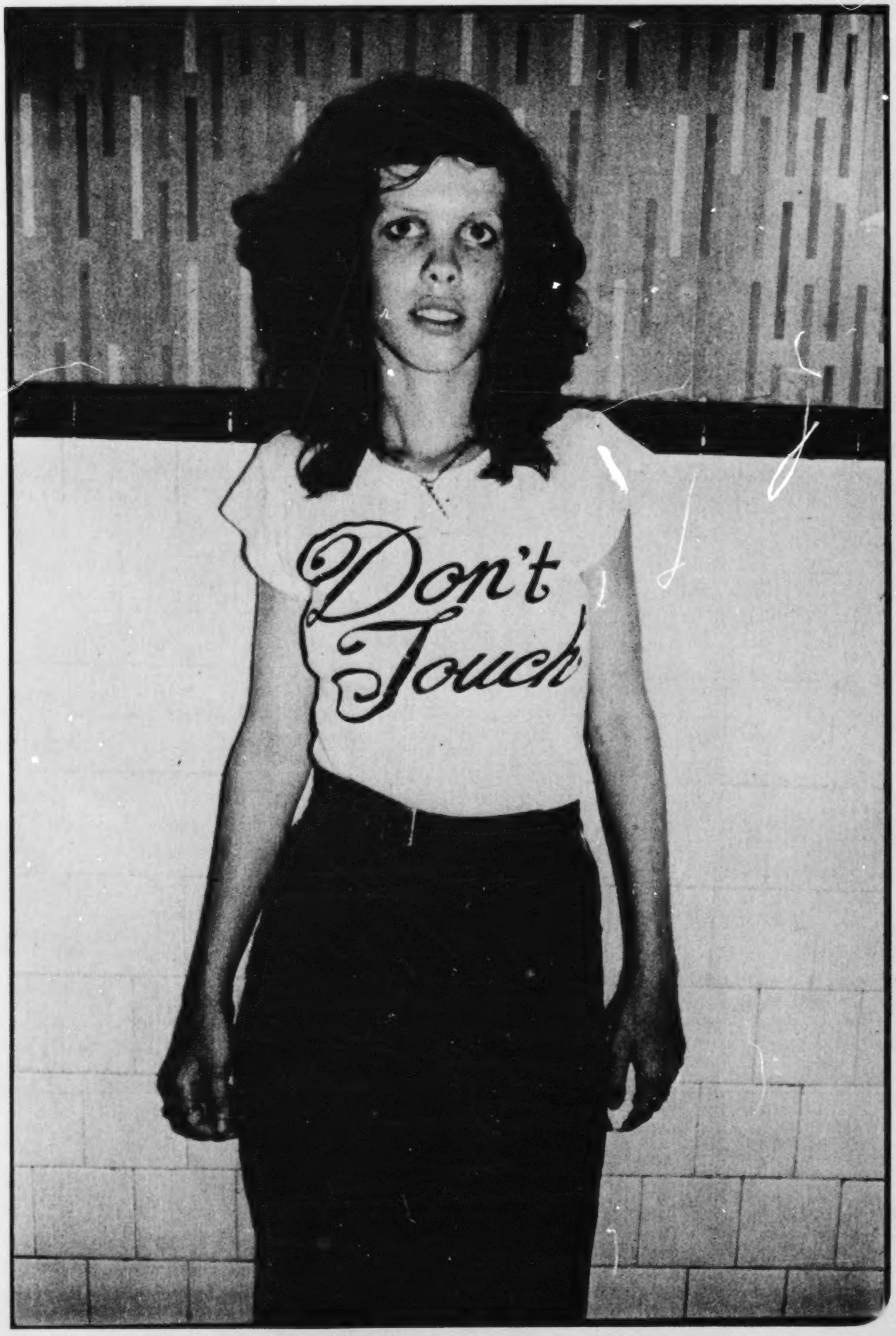
The following is a summary of the legislation on sexual assault that went into effect in West Virginia June 7, 1976:

1. The victim's sexual conduct with persons other than the defendant shall not be admissible. If the victim has a past sexual (consensual) history with the defendant, it shall be heard in judge's chambers to determine whether or not it is relevant to the case.

2. The penalty for sexual assault has been lowered. It used to be life imprisonment. It is now 20 years at the most for the severest degree.

3. The legislation makes it clear that the victim may be either male or female. Likewise, the perpetrator may be male or female.

4. The legislation covers degrees of sexual assault, rather than simply mentioning the act of rape. Assault does not always involve actual penetration; therefore the degrees of assault are very important parts of the law. This provision also allows this crime to be treated as other crimes are treated - in degrees. There are provisions for sexual assault (three degrees) - intercourse by forcible compulsion or where one is incapable of consent; sexual abuse (three degrees) - sexual contact by forcible compulsion or where one is incapable of consent; sexual misconduct - intercourse without consent and by mistaken identity; indecent exposure; and public indecency. ■


Don't
Touch

Politics

Women of Struggle and Courage:
A Call for Continued Action

by Mary Lee Daugherty

The effects of what began in the early 1970s in this country as the 'Women's Movement' are now being felt in rural as well as urban areas, and in our own state of West Virginia. Whether from Appalachia, Alaska, the midwest farm belt or American Indian reservations, women are grappling with similar issues. The most important of these include: isolation, low wages, absentee land ownership, inadequate health care, high infant mortality rates, incest, rape, wife abuse, lack of educational opportunities, lack of day care centers, and lack of legal and health services.

In February, 1978, a national conference of rural American women was held in Washington, D.C, to bring to the attention of national leaders the specific needs of rural women. Only one year earlier the women of West Virginia, a predominately rural state, gathered together in Huntington during the state conference sponsored as part of International Women's Year. During that conference we joined our voices with those of women from other rural areas and spoke out on our needs and concerns.

For the seven years preceding 1978, many concerned women in our state worked for creation of a statutory Women's Commission in West Virginia. This was finally done by our state legislature in 1978.

Such struggles have always been a part of the rich heritage that mountain women have passed on to their daughters. We have many models of such courage in our own history. Several such women come to mind immediately.

During the Revolutionary War, 'Mad' Ann Bailey broke out of the typical female role and courageously worked as an army scout, riding through the wilderness areas of our state.

Many other West Virginia women marched and struggled alongside Mother Jones. Using mops and pans, carrying babies and children, they succeeded when their men failed in breaking the back of oppressive management. They helped their miner husbands win strikes and form unions, and thus they worked toward more humane living and working conditions for all. Today, women now enter the mines as workers earning good wages. Most work in far safer conditions than did their grandparents.

■ Photo: Wendy Ewald

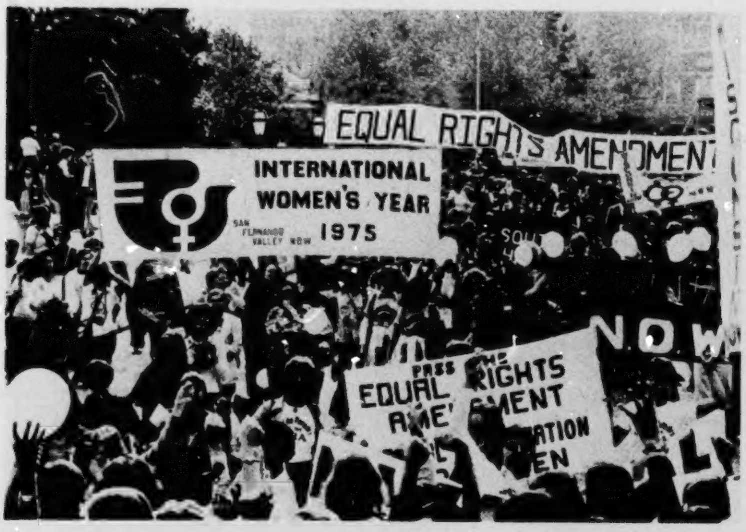
Two West Virginia women were among those struggling for the vote in 1916, and again in 1920. Irene Brosh of Huntington and Leona Lowe Yost of Morgantown were two who struggled with great courage to persuade West Virginia to ratify the 19th Amendment. But West Virginia resisted and Tennessee approved, providing the majority needed for ratification. Irene Brosh, who lived until age 97 in Huntington, loved to tell the story of the 'Battle of the Yellow Roses,' as the suffrage campaign was often called in West Virginia. Today, we all benefit from the privilege of the vote and many women today actively take part in the political process, but it has not always been so. Only 60 years ago, many men felt they 'must save women from themselves' by denying them the vote.

Anise Floyd, murdered in 1978, was a strong black woman of great courage and vision. For years she organized and struggled in our state to win adequate black lung legislation. Not only do disabled male miners benefit from her work, but thousands of wives, widows and children. Her great determination in the midst of often insurmountable obstacles should be a model today for every woman in West Virginia. President Carter handed her the pen he used to sign black lung legislation into law, but we must hand her our praise as an outstanding West Virginia woman of courage. Even as she paid with her life blood, so must each of us continue to struggle with our life's blood for other rights.

Our successes have been many in recent years. In 1971, Governor Arch A. Moore, Jr. created by executive order the West Virginia Commission on the Status of Women. There are no records of the commission's early work, but in 1973 Dr. Angie King was appointed to lead it, and the real work began. In April, 1972, our state ratified the Equal Rights Amendment. More recently, West Virginia women played a critically important role in convincing the 'powers' of the U.S. Senate to vote to extend the ratification period of the E.R.A. to 39 months. Our own first lady, Sharon Rockefeller, is currently co-chair of E.R.A. America.

The first National Organization for Women (N.O.W.) chapter was organized in 1972 in the Fairmont-Morgantown area. Today, there are eleven chapters in West Virginia. Women's groups were instrumental in the passage of the state's new sexual assault statute in 1977, rated as one of the most progressive in the nation. Women were also behind passage of the more liberalized 'no-fault' divorce law. In 1978, the Commission on the Status of Women was revamped as the Women's Commission and made statutory. And during the most recent legislative session, women lobbied successfully for the Family Protection Act, which offers some legal protections to battered women.

One West Virginia woman, Arlene Thorne of West Virginia State College in Institute, West Virginia, was instrumental in founding the National Women's Studies Association. Another, Sandy Roth of Morgantown, is currently the national secretary for N.O.W.


EQUAL RIGHTS AMENDMENT
INTERNATIONAL WOMEN'S YEAR 1975
SAN FERNANDO VALLEY NOW
NOW
PASS THE EQUAL RIGHTS AMENDMENT

■ Photo: Cary Herz

West Virginia women began hearing [illegible]ist leaders from other parts of the United States as early as 1972. Ti-Grace Atkinson appeared during that year at Salem College. In 1975, Morris Harvey College sponsored 'The Day of the Woman.' Some 2,200 women came together to hear Gloria Steinem and discuss issues. After organizing that event, I began to seek funding for the book you now hold in your hands.

In 1975, the United Nations held the worldwide International Women's Year Conference in Mexico City. This conference was attended by Virginia Schoonover as our state representative. Women from all over the world came together there in a spirit of sharing to document their common concerns and needs. Hunger, poverty, illiteracy, early death from childbearing and powerlessness were the overwhelming concerns voiced over and over by women from every corner of the globe.

In 1976, Betty Friedan, the founder of N.O.W, spoke at West Virginia University. She appeared again in 1977 at Marshall University for the state's International Women's Year (IWY) conference. Under the leadership of Chair Lois Kaufelt, and with the hard work of the Office of Women's Affairs, directed by Charlotte Fleshman, women voted over and over on their needs and concerns. A group was selected to go to the national IWY Conference in Houston, Texas, to represent West Virginia women and to add our voice and vote to those of thousands of other women from every state and territory of the United States.

While our successes have been many and our struggle great, we also know that we have often failed. No thinking woman is deceived by the firing of Bella Abzug by President Carter and the resignation of many women working with her at the federal level. Nor are we deceived by the lack of Congressional attention given to the document created by the elected representatives of all American women in Houston, Texas, at the national IWY meeting. No further money has been appropriated by our Congress to implement the much-needed changes documented at the Houston meeting. Many leading women in Washington have been fired, ignored or dismissed.

Even after more than 50 years of struggle, the Equal Rights Amendment is not yet law in our land. Polls indicate that the majority of the American public favors this amendment, yet elected officials in many states continue to drag their heels, failing to be responsive to the voice of the public and choosing instead to listen to big money interests. Even with the extension, the outcome of this half-century struggle is still uncertain.

At the state level we have also experienced failures. Women here have struggled unsuccessfully since 1974 to bring the laws of our state in compliance with the Supreme Court's ruling in 1974 on abortion.

Although the Legislature has made the Women's Commission statutory, its budget continues to be a great shock and disappointment to the women of our state. The legislative appropriation for 1979 was only $27,120. Of this, $17,120 is for the salary of the executive director, leaving only $10,000 to run the office and pay for the programs and expenses related to the commission's work. In this day of inflation, no woman in West Virginia is fooled by this lack of financial support. Little will happen for West Virginia women on such a small budget.

Women have always helped each other both privately and collectively. We have cared for each other in our families and in our neighborhoods. We have helped each other in times of birth, marriage, sickness and death. We have cooked millions of church dinners, raised other millions in dollars through PTAs to support our schools. We have served and run most volunteer agencies in America. We are today providing 40 percent of the labor and yet we are still not equal before the law; we are still discriminated against in numerous ways. We thus have many struggles ahead requiring determination and perseverance.

Because we in West Virginia live and participate in a democracy, we must learn to use the political process to bring about the changes we all want. We are a majority of the population - 53 percent. We must not continue to be treated as 'second-class citizens.' We can by our very numbers affect change. We must learn to use the political process and other just means in our society to create a new and equitable society, not only for ourselves, but for the daughters and sons who will follow us. We have sought in this final chapter of the *West Virginia Women's Yellow Pages* to place in your hands information which will enable you to enter the political process and make the changes we all want and for which women have struggled so hard in the past. Today is our day. Now it is our turn to struggle with courage. ■

Getting Involved in Politics

by Dorothy Roberts

So, you want to get into politics. Good! What do you need to know? What do you need to do? Here are some hints which may help.

Types of political jobs

First, you must decide what area of politics you want to become involved in. There are two general areas of political employment: jobs in government, and nongovernmental or political party organization jobs.

Government and party jobs usually fall into one of three categories: positions that are filled by election (elective offices); those filled by appointment (appointive offices); and those filled by civil service examination. In general, people in elective offices are in policymaking positions and those in appointive offices and civil service positions are in administrative posts and carry out someone else's decisions.

Positions in each of the three branches of government (executive, legislative, and judicial) involve different types of duties. The primary function of a legislative body (such as the legislature or city council) is to make laws. At the executive level, elected officials such as the governor or mayor fill appointive positions and prepare proposals and submit them to legislative bodies for action. Also at this level are officials such as the secretary of state and county commissioners who have overall responsibility for carrying out laws. At the judicial level, officials ranging from supreme court justices to county magistrates apply the law to settle disputes.

Working for a party

Most elective offices require full-time work. If you do not have either the time or the interest for that kind of commitment but would like to become involved in politics, you may be interested in a nongovernmental position. The principal nongovernmental offices which have some influence are those in political party organizations. If you hold such a position, you can have some influence by helping to elect someone to an office.

An executive committee is responsible for party decision-making, and there are party executive committees on each level of government. The party's state executive committee is primarily concerned with statewide elective offices, such as governor and attorney general. By law, there is a party executive committee for the Democratic and Republican parties for each state senatorial district, congressional district, and county. (The law also specifies there must be an equal number of men and women on each committee.) The primary concern of these committees is the election of the party's candidates to the offices on the level of a particular executive committee. If elected officers of government on that level have the power to appoint people to fill other government offices, the executive committee also has input into those appointments. The party organization (both Democrat and Republican) parallels the official governmental structure. If you want some say about whom the party supports for both elective and appointive government offices, you should consider making a party executive committee your target.

Running for office

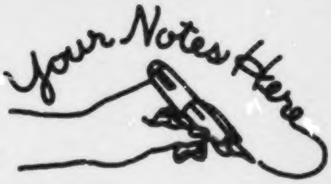
If you decide to seek an elective office, your first priority will be to organize your campaign. You will have to make yourself known to the people whose vote you will be seeking - who you are, why you want the office, what you would do if you held the office. Concentrate as much as possible on those things about yourself which will win the support of the people.

How do you make yourself known? You must be active in your community. Long before you become actively involved in politics, you should belong to, work with, and be a leader in local groups and organizations, perhaps holding state level offices. By doing so, you demonstrate that you are interested in what happens in your community and are both willing and able to help the community in some of its activities. When you decide to extend your leadership ability by becoming active in government and politics, you have already developed some leadership skills by working in other organizations.

If your goal is an elective office, you must find out when the election will be held, the legal requirements for filing for office, and the filing fees. You can obtain this information from the county clerk or the state election laws. You should file early. This lets everyone know you want the office and it may discourage others who had considered filing.

Any elective office means two campaigns: one during the primary election and one during the general election. In the primary election, you will be running against people in your own party who want the same office. The voters of your party will choose the party's candidate for the general election. Since this is an election within the party, you will find that party officials do not officially support one person over another. However, that does not mean that you should ignore the party's leaders. Some of the first people whom you should talk with are party officials, especially members of the party's executive committee at the level of the office you are seeking. To ignore them is to ignore the people who decide who the party supports for office. They and the unofficial party leaders know the community political leaders and how best to work for their support.

Publicity is a major factor in a campaign. Whom you will try to reach depends upon the office being sought. If you want a city office, then it is only the voters within the city whom must be reached; a county office means appealing to a countywide constituency; a state office, such as governor, means appealing to voters throughout the state.



Campaigning skills

Talk with people who have successfully run for office; they can give you many useful suggestions about campaign strategies and pitfalls. You should involve other people in your campaign. You may have friends who are willing to spend time preparing leaflets, scripts for radio and TV commercials, and ads and news releases for newspapers. If you have the money to hire a manager and a few people who know how to do these things, that's even better, but you yourself will still have to do most of the campaigning.

You must develop some organization to make the best use of your time and to enable you to contact the maximum number of people, for the best way to make yourself known is through personal contact. You should try to contact at least one or two people in every community, ask for their support, and persuade them to talk to others about voting for you. If you do not know someone personally in each community, friends or acquaintances may have suggestions.

There may be particular organizations whose support you want. For example, if you have been active in the PTA and are concerned about some issue affecting the schools, you should get in touch with the local PTA president. You should take every opportunity to talk to and meet with every type of group of voting age, especially if they are interested in issues that concern you. You yourself and the people working for you should do as much door-to-door campaigning as possible. Each individual voter wants to be asked for his/her vote.

Every candidate has reasons for seeking an office and these are what people want to know. You should tell them in what ways you will help them and the community, and the issues and the problems that concern you and them. You should prepare a concise leaflet or card which states who you are, the office you are running for, and what you would try to do if you were in the office. Each person you talk to should be given a card or leaflet.

Paying for your campaign

How much money you will need depends on what office you are seeking, your competition (a well-known competitor or an incumbent means you have to become equally well-known by election day), and the area in which you are running. (Urban and rural areas present different travel needs and media opportunities.) Persons who have run for the same office in the past may be able to give you a ballpark estimate. In general, you can expect to spend money on travel, handouts (posters, bumper stickers, buttons, cards, etc.), and advertising.

Family, friends, and sponsoring groups may be possible sources of funding. In the primary election no party funds are available to the candidates; however, in the general election one of the primary aids in raising funds may be the party organization.

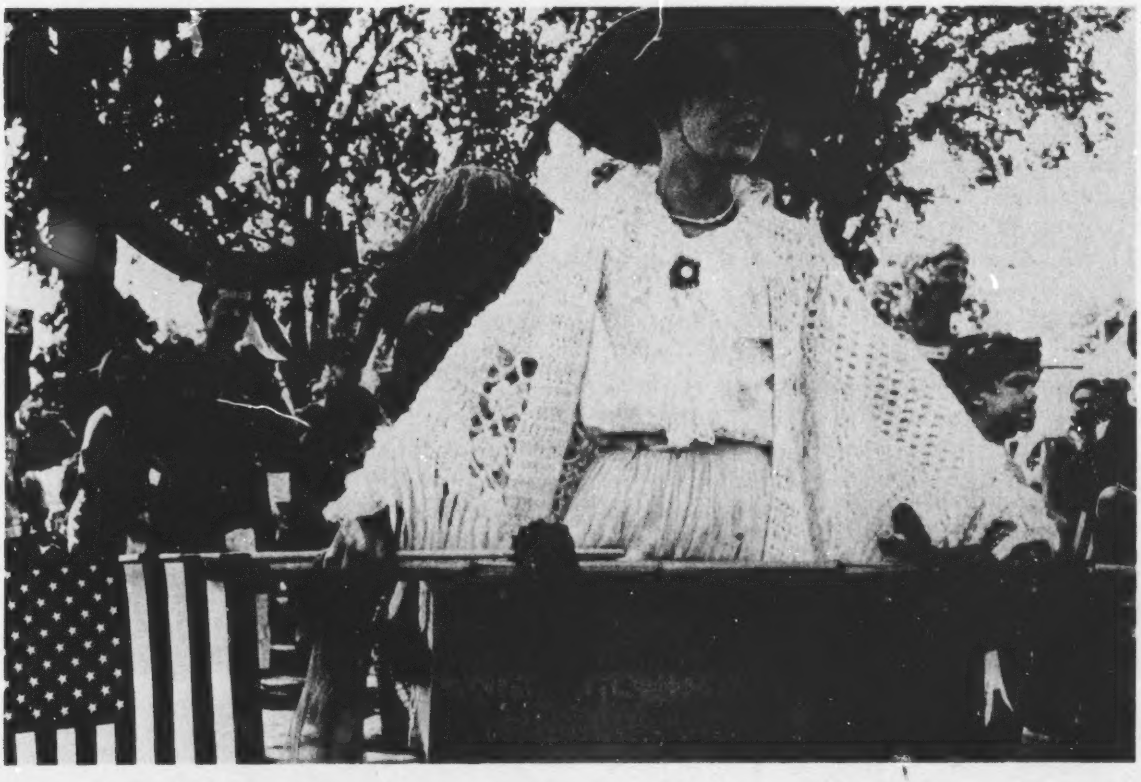
Appointive office

If you are not interested in an elective office, you may want to seek an appointive position. Many of the interests, activities, and skills that are useful to candidates for elective offices are also helpful to those who are interested in obtaining a political appointment. You can learn about the needs of your community by working in various activities, and at the same time demonstrate that you are concerned, willing to work, and have some ideas about how to deal with problems.

One final word

Since politics has always been thought of as a man's world, you may be hesitant about becoming involved. It is, in fact, a highly competitive field. The stakes are high, but politics are where the decisions are made that affect everyone's lives. If you want some say in those decisions, you must fight for the power and be willing to accept the pain and the work, as well as the glory. ■

■ Daniel Brody, *Fourth of July Parade*



Anyone Can Lobby

by Bonnie Brown

Lobbying creates images of smooth-talking men who use fat expense accounts to wine and dine legislators and sway their votes. Put such visions aside - you can be a lobbyist.

Lobbyists try to influence legislation. You can lobby in favor of a bill, or against. As a lobbyist, you educate legislators about the viewpoint you represent. You can safely assume most legislators know little or nothing about your issue. Many bills introduced during a session of the West Virginia Legislature are not investigated or even read by legislators. It's up to you to tell them.

As a woman, you may be reluctant to approach legislators, most of whom are male and have little knowledge of or interest in women's issues. Do not let this attitude intimidate you, and never think you are imposing or intruding on a legislator's 'valuable time.' Be courteous and friendly - but assertive.

Although the Legislature meets only six weeks out of the year, lobbying is a year-round job. While the Legislature is in session, you lobby legislators at the Capitol in Charleston and at home on weekends. During the remaining forty-six weeks, you prepare to lobby by studying issues, organizing support and making contacts.

Know your issue

Your first duty as a lobbyist is to know your issue. Learn its good and bad points. If you're aware of the arguments that will be used against you, you can develop ones to counter them.

You should also learn about the people you are lobbying. You may want to keep a file on each legislator. Clip news items about them. When you meet with a legislator, you can refer to a personal tidbit in your file to break the ice. This also helps legislators remember you. Of course, don't mention anything that will anger or make the legislator uncomfortable.

Writing the bill

Lobbying begins with a bill. Although you can lobby against a bill, you'll probably lobby more often in support of legislation.

Sometimes, you may lobby for a bill you or your group wrote. A bill is an effort to put someone's idea into law. Anyone can have the idea - you as well as a member of the legislature. Groups often write bills they hope will solve problems, and then persuade members of the Legislature to introduce them.

Plan in advance when writing a bill. Try to involve a sympathetic legislator from the beginning. S/he can give you hints and may agree to sponsor the bill.

Before writing a bill, make sure there isn't already such a law on the books. Then recruit a lawyer to help you draft a version that conforms to law. Once the bill is introduced, it will be put into a standardized form used for all bills. Your sponsor should check it over after this to make sure its substance hasn't changed.

Once your bill is written, build support for it. Contact organizations and people around the state who are likely to endorse it and ask them to work for its passage.

Do your homework

Start lobbying before the session starts. Members of your group should meet with their district representatives before they leave for Charleston. See them again when they return home on weekends.

When you lobby as part of a group, agree in advance what points you want to cover - probably no more than three - and how you want to structure the meeting. Whether you go alone or with a group, prepare a brief fact sheet or position paper. Try to anticipate questions, and rehearse answers. If no one in the group knows the legislator personally, you may want to invite someone who does or is active in the same party to make introductions.

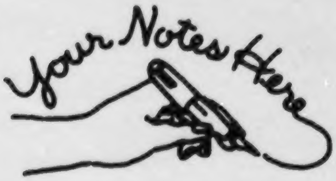
Writing letters

Letters are another way to get your message across. Before the session starts, set up a network of people who will write to legislators at key points - when the bill is up for a vote, either in a committee or on the floor. Give your letter-writers information about the bill so their letters will be knowledgeable.

Organize your network into a telephone tree. When letters are needed, you can call key people, who in turn notify others. All write letters.

Letters should be brief and to the point. Don't mix issues. Personalize the issue so the legislator will remember your point: tell what the bill will mean to you, a member of your family or a friend. When possible, be supportive - thank the legislator for his/her stand on a similar issue, for example. Address letters to either 'The Honorable ______' or 'Representative ______,' or more specifically, 'Delegate ______' for members of the House of Delegates and 'Senator ______' for Senate members. However, if you can't remember the correct heading, don't let it stop you. Don't worry about how your stationery looks. The only rule is to avoid form letters. Form letters are less believable and should only be used when you must generate a great deal of mail in a short time.

Alternatives to letters include telegrams, which can be expensive, and public opinion messages (POMs), which are cheaper than telegrams, and can only be sent to public officials. Check with Western Union for more information.



At the capitol

Lobbying duties pick up during the legislative session. Most members of the West Virginia Legislature don't have offices at the Capitol. This means you have to catch legislators in the halls as they hurry to and from meetings. This is obviously not good for a one-to-one conversation, so be brief. Mention your issue, outline the most important points, and ask the legislator for his/her support. Sometimes - especially when the issue is controversial - s/he'll offer an opinion immediately. But usually, s/he'll tell you s/he needs more information and/or time to study it. Keep a stock of fact sheets ready for such occasions. Make them brief - about a page in length. Few people will take time to read anything longer. If a legislator raises questions you cannot answer and you don't have that information with you, tell him/her you'll provide it as soon as you can - and then do it. Don't take a chance on giving a wrong answer, and don't miss an opportunity to make points by being efficient.

Legislative process

Bills originate in either legislative house - the Senate or the House of Delegates. Bills that pass one house are sent to the other for consideration. Sometimes, similar bills are introduced in each house independently.

Once it is introduced, a bill is referred to a committee by either the Senate President or the Speaker of the House. While the bill is in a committee, you concentrate lobbying efforts on its members, rather than the entire Legislature. If you are lobbying in support of a bill, your first goal is to have the committee put it on the agenda; your ultimate goal, for them to pass it out to the floor.

When lobbying a committee, approach its chair first. If s/he does not support the bill and is not willing to schedule a vote on it, seek help from a committee member who is on your side. Ask that person to talk to other members. If a head count turns up enough 'yes' votes to pass the bill out, your supporters can ask the committee chair to put it on the agenda for consideration. (Be careful on head counts. Don't include people who said 'maybe.')

While a bill is in committee, you can request a public hearing on it. There are several reasons you might want a hearing: perhaps the bill is in trouble, or there is organized opposition to it and you want to stall for time. Maybe you oppose a bill and think additional debate is needed to alert the public to its dangers. These are all good reasons to call for a public hearing. To do so, simply submit a written request to the committee chair, who will usually schedule one.

During a hearing, lobbyists on different sides of the issue ask knowledgeable and/or interested people to testify briefly. It is debatable whether public hearings change minds. Don't rely on

■ Dr. Kitty Frazier of W. Va. State College made a new version of the State Seal which includes a woman.

one to do so, and don't call one if you don't need it. Depending on the circumstances, a public hearing could be a help or a hindrance.

Once a bill is passed out of committee and onto the floor, lobbying becomes more hectic. You must talk to as many legislators as possible. Get help from your friends in the Legislature - ask the bill's sponsors and supporters to talk to their colleagues.

You have three days before the final vote. During its first day on the floor, the bill comes up for first reading. That means its intent is read. Nothing else is done. On the second day - the second reading - the bill can be amended. This is a crucial step and often a good gauge of legislators' feelings about the bill. If there is opposition to it, amendments may be offered that would, in effect, kill it. (It's also possible that amendments can help the bill.) By the end of the second reading, the bill may be entirely different in substance. In that case, you will have to decide whether to fight for its passage.

The final vote is taken on the third reading. If it passes, it then goes to the other house for consideration, assuming it hasn't already been introduced there. You must start over, using the same strategy. What you did in one house, you now must do in the other.

Don't give up if you don't succeed. When the Legislature meets next year, you'll have another chance. What's more, you'll find lobbying easier, if only because you have made some friends and learned many lessons. ■

Lobbying Help

West Virginia
Citizen Action Group (CAG)
1324 Virginia St. East
Charleston 25301
346-5891

Founded to help the people of West Virginia help themselves, CAG is a resource group for citizens who wish to keep informed of actions in the state legislature. It publishes studies on issue areas, such as equal employment opportunity and consumer rights, and publishes newsletters during legislative sessions that report on legislative happenings. It also provides services that assist citizens in their lobbying efforts.

West Virginia
Welfare Rights Group (WRG)
440 Madison St, Fairmont 26554
363-2090
or: c/o Ethel Brewster
P.O. Box 221-B, Ashford 25009
836-5984

WRG acts as an advocate for welfare recipients who are having problems with the Department of Welfare. It also conducts workshops for recipients to inform them of their rights under the system. The group offers assistance to low-income people with problems, and if unable to solve the problem, will refer people to individuals or groups who can. WRG has successfully lobbied for changes in state welfare regulations.

Your Grass Roots Project:

Do-It-Yourself Fundraising

by Barbara Norris and Margaret Hunt

Most people who fundraise have never taken a class in it. They learned it by doing it, picking up information and skills as they went along. Not only is fundraising something anyone can do, but it's something you can teach yourself.

Most women's projects are grass roots projects, started by people who have a lot more determination than money. Generally, they are housed in donated or low-cost space and run on shoestring budgets and volunteer energy, depending on the generosity of the surrounding community for their continued existence. In fact, some programs exist successfully for years without ever having to apply for funds from an official private or public granting agency.

Fundraising includes all activities that contribute to your project or group having the money, space, materials, and womanpower necessary to function. The first rule of fundraising, especially for grass roots, community-based projects, is to get as much free space, materials, and labor as possible.

In-Kind Donations

Space

Try to persuade someone to donate office space to your project. For example, if you're trying to start a women's health and nutrition program, try to get space in an existing health clinic. Point out that your presence will improve its services. Sometimes, people will donate space if you will clean or renovate it. A local business will occasionally donate office space or rent it cheaply as part of its community relations program. Approach the neighborhood church about donating space; in West Virginia many women's projects operate out of churches. YWCAs are another good source of help.

When you're depending on another organization, however, it often feels it has the right to interfere in the way you run your program. If your group does or says things to which the other organization strongly objects, there's a chance you'll be asked to move. Consider this carefully before accepting an offer of space. What are the political beliefs of the people offering it? How do they feel about programs for women? To whom are they answerable? A minister, for example, will answer to his/her congregation. Do they expect to have a say in how you do your work? Remember: input from another organization can be very helpful, but it can also be disastrous. Before you move in somewhere, try to get an agreement in writing on what your relationship will be. It's up to you to keep up good lines of communication with a supporting group, and, if possible, do them some favors in return.

Materials

Most community-based organizations depend enormously on in-kind donations: gifts of food, furniture, books, magazine subscriptions, stationery, toys, free advertising. The amount and type of in-kind donations a project needs vary according to what it's trying to accomplish, but almost all groups need something. Don't ever underestimate the importance of in-kind donations. They save you money, build good relations with the community, and give average people, who might have little money, a way to be a part of your project.

In-kind donations also prove to funding agencies that people in the community support what you're doing. When and if you do apply for grants, be sure to inform the funding agency of your in-kind donations, including estimates of their monetary value.

Some grants require you to obtain matching funds. You raise money to cover a certain percentage of the cost of the project, and the granting agency pays the rest. If the grant requires a 'hard' match, then you must raise cash; if the grant allows a 'soft' match, then you may raise that value in in-kind donations.

Womanpower

A program's greatest asset is the people who work in it. Most women's programs are shoestring operations that only exist because of volunteer time. Unfortunately, even with the best fundraising, very few grass-roots organizations ever reach the point where they can pay everyone a salary. However, a great many things can be done with a volunteer staff.

Complete reliance on volunteers presents several problems. It can limit the diversity of your group, since women with children, particularly those who also work outside the home, are less likely to be able to volunteer time. People can become 'burnt-out' while juggling volunteer work and other responsibilities. Finally, bear in mind every woman deserves to be paid for her work, and then do your best to figure out how.

Volunteers are also an asset in fundraising. When you write descriptions of your program, include what it would cost to pay someone at a fair rate for the hours your volunteers are putting in. This tells agencies you've got some people who are really committed to the project and it makes them more willing to fund you. It's another indication of the kind of community support your project has.

Nonprofit and Tax-exempt Status

If you plan to do more than a minimal amount of fundraising, your organization should incorporate as a nonprofit corporation in the state of West Virginia, and then obtain nonprofit/tax-exempt status from the federal government. This allows individuals and foundations to make tax-deductible contributions to your organization and ensures you won't have to pay taxes on the money you raise. Foundations and corporations rarely contribute to organizations which are not nonprofit, and most state and federal grants require nonprofit status.

Before obtaining nonprofit/tax-exempt status, you have to become a registered nonprofit corporation in West Virginia. To do this, you must select officers or a board of directors and agree on by-laws and articles of incorporation. (By-laws are a statement of membership and an explanation of how you plan to choose officers and make decisions; the articles of incorporation state the organization's purpose.) You then file these with the state Corporations Division in Charleston. After receiving your certificate of organization, you can file an application with the Internal Revenue Service for nonprofit/tax-exempt status. Processing takes six months or more, but in the meantime you can say you have 'nonprofit/tax-exempt status pending' and apply for most types of funds.

Filing for nonprofit/tax exempt status can be complicated. Regulations govern who is eligible for this type of status. Until recently, tax-exempt corporations were not permitted to engage in 'political activities,' but the definition of what was 'political' was unclear. Now, some political activity is allowed, as long as it doesn't take up too much of the organization's time. A formula has been devised to determine what constitutes an acceptable amount of political activity. (For further information, contact your local office of the IRS.)

You may want to ask a lawyer to go over your final application. Try to find one who will donate his/her services. If that fails, try to get as much work as possible completed before you see the lawyer by conferring with other groups which have already gone through the process and by following IRS directions. Do this before you file as a corporation with the state, so there won't be anything in your articles of organization to jeopardize your chances of receiving nonprofit, tax-exempt status.

When selecting a board of directors, keep in mind members will have specific legal responsibilities for actions undertaken by the organization and for the proper use of funds given to the organization. Furthermore, potential funding sources will want to deal with people who have status and responsibility in your organization, such as the president and other members of the board. They should, therefore, be articulate in their representation of your organization and its plans and goals.

Some sources may be more responsive to an organization which has well-known, high-status community members and professionals associated with it. If you choose such people for your board, be aware that you are taking a risk. The real source of authority in the organization should be clearly understood. You don't want your organization to be taken over by people whose goals differ from those of the people who are doing most of the work. It's often advisable to present professors, doctors, ministers, lawyers, business leaders, etc, to potential funding sources as technical advisors or resource persons rather than board members.

Program Planning

Many organizations begin fundraising before they have adequately defined the organization's goals and program. The types of money available will in part determine your organization's program. However, it is usually unwise to select a program simply because it is fundable without the full backing and interest of the organization's members. Once you have written a proposal, gotten funding and signed a contract, you are legally bound to fulfill what you said you would do in the proposal. It may be more important in the long run to preserve the integrity of your original goals and political views than to accept funding from every possible source. On the other hand, it is unrealistic to expect any funding agency to have the same views you have, so you will have to decide what level of compromise, if any, is justified.

The process of preparing a formal written grant application can help your organization clarify what it wants to accomplish and how. Be aware, however, that representatives of your organization will often have to give verbal descriptions of your goals, program plans, qualifications, financial status, etc. You may be asked casual questions by a representative of the funding agency. You may stop by an office to pick up an application form, and be invited to discuss your project with a member of the agency's grant applications review staff. Although these talks may be informal and unofficial, they are very important in establishing your credibility. If an agency representative asks, 'What kind of program are you trying to establish?' and you answer, 'Well, our women's group has a lot of ideas. We're thinking of setting up a women's health care clinic or a day care program or a refuge for battered women or a rape crisis center,' your group will lose credibility before you ever get started, because it sounds like you don't really know what you're doing. However, if you answer: 'I am so and so from Women Allied Against Rape. We've been doing counseling with rape victims for the last six months in cooperation with police departments and now we're seeking funding to pay for a 24-hour crisis line, office expenses, and staffing so we can expand our services,' you will make a start in establishing your credibility as a group which has recognized a problem and developed a specific plan for dealing with it.

If you are not prepared to discuss your program, avoid doing so. Ask if you can set up an appointment, or say you'd rather not present your program ideas until all the details are worked out. Once you're fairly clear on what you want and can discuss your program intelligently, you should go out of your way to talk to people at funding agencies to get their help in writing a proposal that corresponds with what they want to fund and answers all questions they may have. This process of finding out what agencies really want to hear is called getting technical assistance, and it is extremely important. You can also sometimes get excellent advice on funds that are available from other funding agencies, since many agency representatives know each other.

Writing a Grant Proposal

Every fund raiser has his/her own approach to writing grant proposals. Most organizations keep on hand multiple copies of a general proposal which describes the overall program. This proposal is updated from time to time, and can be sent out with a cover letter to any of the small foundations. This same proposal can be used as a model for other proposals. Government funding agencies usually require you to fill out an application, but they are basically interested in the same information as private foundations. The first grant proposal is the hardest. After it's written, you can update the information in it for future applications.

You will be expected to provide answers to the following questions, both in your proposal and in discussions.

What are your program objectives? The objective of your program should not be confused with the methods for it - i.e, the program's goal might be to improve rural health care for women. This might be accomplished by setting up a rural clinic. However, setting up the clinic is not the objective of the program, but the means to achieving the objective. This distinction is important because funding agencies want a sense of your ultimate goals, as well as a description of your specific program.

What problem are you seeking to alleviate? If possible, come up with statistics on the scope of the problem and be able to cite them off the top of your head. Remember, you are the expert on this program; that's why you want money - so you can deal with it. The funding agency will almost always know much less about the problem than you do. So impress them. If you can't get local statistics, then quote state or national statistics. Make sure your program addresses problems. If your organization has worked with the problem in the past, know statistics on what your organization has already done - how many calls answered, referrals given, people counseled, classes held, etc. - stress how successful the program has been so far. (Always project an air of self-confidence when talking to funding people.)

How will your program meet your objectives? How do similar programs work in other parts of the country? You will be expected to justify the method you choose.

Whom do you plan to serve by your program? These people are your target population.

Exactly what services will your program provide?

Who will administer the services? Be prepared to explain your choice of whatever level of professionalism, volunteerism, and/or peer-support. Remember, 'mutual-help,' 'peer support,' or 'self-help' are all perfectly acceptable and often extremely effective ways of addressing many problems, even though they are non-professional.

How will your program reach the target population (or, how will the target population reach the program)? Special outreach efforts and/or transportation aid may be necessary, especially for rural projects. Make special note of this in your proposals and tell how you are dealing with this problem.

How will you evaluate your program's success? How will you know when your objectives have been achieved? Sometimes you'll have to set a goal or agree to bring in an outside evaluation.

How much will your program cost? You will have to submit a detailed budget with your grant proposal, but you should be prepared to discuss costs of various program components, such as salaries, space costs, materials, office supplies, transportation, audit costs, etc, before the budget is submitted. In many cases, you will work out which parts of your programs to request funding for and how big a grant to apply for after discussion with an agency representative. Many agencies only fund certain aspects of a program, such as salaries. Be ready to tell how you arrived at your cost estimates, and be clear on which components of your program are top priority and which could be dismissed. It is relatively unusual to get everything you ask for, so know what you really want most so you can push hardest for it.

What are your other funding sources? These indicate others have enough confidence in you to support you financially, which aids your credibility. Here is where in-kind donations and other kinds of support come in handy. Sometimes you are expected to have concrete ideas on how your program will keep going after the grant period is over, particularly if you are dealing with federal funds. (This is called assumption of costs.) Your program may need to generate a self-sustaining amount of money from fees or you may need to lobby for long-term funding from public funds. Look into this problem early. Getting one grant won't sustain you forever.

Funding Sources

Fees for services

Many groups charge fees for their services. The Women's Health Center of West Virginia, Inc, in Charleston is an example of a group which covers a large part of its expenses by charging fees, but still provides services which are inexpensive and often unavailable from other sources. Even when clients cannot pay for the entire cost of services, they can usually pay for part of it. Sliding scales can be established so clients pay only what they can afford.

Private donations

A surprisingly large amount of money, goods, and services can be raised from individual donations. Women's centers in many parts of the country are supported primarily by donations collected through a monthly pledge system.

This method has the advantage of forcing an organization to obtain broad-based community support which can be useful in later fundraising efforts. Pledges can be supplemented with money raised from bake sales, raffles, garage sales, concerts, dances, etc. Publicity is crucial to such projects. Invest in a large number of well-designed printed posters. Also use word-of-mouth and free public service advertising.

Organizations in cities and towns can sometimes raise large donations from wealthy residents of the community by individual solicitation, or by holding a cocktail party or dinner.

Schedule speaking engagements. Work up a presentation of your program, explaining your purpose and services and their importance; then send off a letter to churches, women's clubs, and any place where people gather together, saying you're available to speak on a specific topic for a small fee (probably no more than $25). Such talks are excellent community relations.

Churches

As well as being a possible source of office space, churches can also be a good source for regular funding. Many churches take up special charitable collections several times a year. Others sponsor charitable agencies which give out funds and can be of help in other ways. Church women's groups are often extremely helpful with in-kind donations.

The media

Radio and television stations regularly air public service announcements, which can be useful in letting people know your program is available. In addition, the West Virginia Educational Broadcasting Authority makes grants to station managers throughout the state for production of specific programs and may be willing to fund programs on women's issues.

City and county funding

In some parts of the country, city funding is readily available for projects serving people in that city. However, in the past cities in West Virginia have tended not to fund social services. Various county commissions in the state do fund some services. Groups interested in county funding should approach the local county commissioners.

Forty-one of the fifty-five counties in West Virginia also have community action agencies. These agencies are likely to be a source of potential assistance rather than funding, and may help with transportation problems, counseling, employment assistance, or free space.

State funding sources

The Appalachian Regional Commission (ARC) is a federal-state-local partnership funded through allocation of federal funds to West Virginia. The primary interest of this Commission is economic development, and in the past, about three-fourths of ARC's $40 million budget went into highway projects, leaving about $10 million for other types of programs. Social service projects seem to be a low priority at present; however, a project which tied itself into economic development might be funded - for instance, a day care or transportation project which would allow more women to work and reduce unemployment.

The state Welfare Department is primarily concerned with providing a range of social services. The Department is funded partly with state funds and partly with federal Title XX matching funds. Much of this money funds the department itself, including its staff, programs and services. The remainder of the money, $7.5 million in fiscal year 1978, goes to 'purchase of services' contracts, that is, to public and private agencies which deliver a specific service. Presently, much of this money goes for day care programs, homemaker services, information and referral, and programs dealing with neglect, child abuse, home improvement and nutrition. It is possible that domestic violence programs will be funded in the future.

Application forms for grants are available from the Welfare office, and grants generally range from $10,000 to $300,000 a year. One advantage of this type of funding is that once an agency receives Welfare Department funding, it tends to continue to receive funding year after year. However, this also means that only a limited amount of funding is available at any given time for new projects.

The state Department of Employment Security administers CETA funds for West Virginia - $65 million in 1978. CETA, the Comprehensive Employment and Training Act of 1973, as amended, provides federal funds to state and local jurisdictions for employment and training programs. An amazing number of organizations, including women's centers, and wife abuse and child care programs, are able to operate because of staffing provided by CETA positions. The CETA application procedure is surprisingly easy. When applying, try to make your position sound as educational as possible, involving a number of skills. For more information on CETA, send for 'A Guide to Seeking Funds from CETA,' Women's Bureau, U.S. Department of Labor, Washington, D.C, 20201, or contact Governor's Manpower Director, 5790-A MacCorkle Ave. S.E, Charleston 25305; 348-5920.

The Law Enforcement Assistance Administration (LEAA) is a federal program of law enforcement, administered on both the state and federal levels. In West Virginia, the Office of Economic and Community Development administers state LEAA funds, and the $5 million annual budget is extremely flexible. Women's groups have sometimes turned to LEAA for funding for rape and wife abuse programs. However, LEAA's emphasis on conviction rates and its fairly extensive statistics-reporting requirements have discouraged some groups from seeking funds. A standard application is available, and applications should emphasize crime statistics, such as rape frequency, number of convictions, etc.

Humanities funding

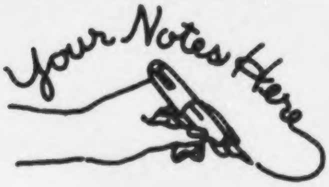
Much of this article has been geared towards social service organizations, in part because it is often easier to get money for programs geared toward alleviating social problems. This doesn't mean money is unavailable for humanities programs, although programs such as a local crafts group are more likely to receive funding if they are portrayed as helping to combat unemployment.

The best source of information on funding for the humanities is the state link to the National Endowment for the Humanities: Call or write the Humanities Foundation, P.O. Box 204, Institute 25112; 768-8869.

Federal funding

Federal funding is available for a huge variety of projects. The best way to research sources is to study the *Catalog of Federal Domestic Assistance*, which lists many types of federal grants and assistance. It is available at most libraries or can be ordered for $18 a year from the U.S. Office of Management and Budget, Washington, DC 20502. Programs to look for in the catalog include:

- *The Women's Educational Equity Act*, administered by the Grants and Management Division, Office of Education, Department of Health, Education, and Welfare, Washington, DC 20210. It provides grants of $10,000 to $480,000 for projects that contribute to educational equity for women. No matching funds are required.



- The *ACTION mini-grant program* provides grants of less than $5,000 for 'mobilizing relatively large numbers of part-time uncompensated volunteers to work on human, social, and environmental needs.' A dollar-for-dollar match is required for grants over $2,000. Volunteers in Service to America (VISTA) provides marginally-paid workers for poverty-related projects. Such programs must benefit low-income people. For information on either program, contact ACTION, 320 Walnut St, Suite 600, Philadelphia, PA 19106; 215-597-9972.
- *Family Planning Projects* awards grants of $20,000 to $1 million to projects which give contraceptive counseling and services. Funding priority is given to programs for low-income people. Community Health Center awards of $25,000 to $4 million are given for the development of health centers serving medically neglected populations. Public Assistance Research grants are made to projects which 'provide service to dependent and vulnerable populations such as the poor, the aged, children and youth, and to attract health manpower to rural scarcity areas.' For information, contact the Department of Health, Education, and Welfare, P.O. Box 13716, 3535 Market St, Philadelphia, PA 19101; 215-596-6421.

Federal funding is also available for projects dealing with adult education, alcoholism, anti-poverty programs, appenticeships, arts, child health, child welfare, civil rights, community economic development, community health, cultural affairs, day care, education, employment, family planning, festivals, food assistance, health facilities construction, housing, occupational health, small businesses, and more.

Private foundations

Tens of thousands of private foundations in the United States provide grants for almost every conceivable type of program. Foundation fundraising requires research to determine which foundations are most interested in your type of program. Check the *Foundation Grants Index*, published by The Foundation Center, 888 7th Ave, New York, NY 10019, at $16 annually, which lists grants by subject. Look for foundations which have awarded grants for projects like yours and located in your region. Research the foundations making these grants in the *Foundation Directory*, also published by the Foundation Center, which sells for $35 annually. Don't ever send your proposal randomly to foundations you know little or nothing about. If you send a proposal for a rape crisis center to a foundation which only funds flying saucer research, it will end up in the wastebasket. Don't waste your time. A third, but expensive reference published by the center is the *Foundation Center Source Book Profiles*, $150 annually, which includes sample grant proposals from the major foundations, general grants information, and an excellent index.

Check your library. Finally, send away for the annual report of any foundation that looks promising. Most foundations supply them at no charge. Large foundations generally publish in their annual reports lists of recent grants. Smaller foundations may provide only a statement of the foundation's interests in the annual report.

Foundations fall into two general categories: Large national foundations like Ford or Carnegie fund projects all over the country, but prefer to fund projects with national impact. They generally have a regular staff which deals with grant applications and inquiries, so the best approach to a large foundation is an introductory letter briefly outlining your program and asking for application guidelines and a copy of the annual report. Small local foundations, on the other hand, are often family trusts administered by trustees who meet a few times a year. Many have no paid staff to answer preliminary requests for information. Gracelaw Simmons of the Associated Foundations of Greater Boston advises that 'Your initial contact with these foundations should be a complete proposal with a cover letter, so that the foundation has all the information it needs to make a decision on your organization.'

Small, local foundations are often more likely to give to small grass roots, community-based programs than large national foundations, which tend to be based in major cities and award a disproportionate amount of their funding to urban projects which can claim to be serving thousands of people. The number of people involved in a project in West Virginia or any other primarily rural area can rarely approach the number of people involved in a project in New York, so you should probably emphasize the special needs and characteristics of your rural project. Large foundations also prefer to fund projects with a national impact. Your project proposal may receive fuller consideration if you can show how it could be a model for projects in other rural areas.

Corporations

Many corporations contribute to nonprofit agencies as a way of improving community relations, bolstering the company image among its stockholders, or supporting company-related projects. Corporations are allowed to donate up to five percent of their pre-tax profit. (Community pressure ensures they do give this much.) Since good comunity relations is often the goal, corporations tend to support projects which are visible and have community support. Approach corporations with this in mind. Ask for in-kind donations as well as money, particularly if the corporation produces something your organization needs. Address appeals for funding to the community relations officer of the Corporation. Sometimes, it's also wise to send a copy to the affirmative action officer. *Standard and Poor's Register*, available in the reference section of most libraries, contains basic information on corporations including their geographic location, main products and the director's name. *Moody's Index of Corporations* contains similar information.

After You've Been Funded: Accountability

Fulfill what you said you'd do in your program and keep your books in order. Remember, your program and accounting procedures can always be investigated, and if they are not in order, you can lose your funding and your reputation as a responsible organization. It's extremely difficult to 'clean up' (or cover up) even a few months of shoddy procedures, and you can only claim ignorance for so long. More than one organization has folded because of bad bookkeeping, so get an experienced bookkeeper to help you set up your books in the first place. Make one person responsible at all times to keep them correct and up-to-date. You will have to supply at least annual and sometimes semi-annual and quarterly reports to granting agencies, which must include financial statements. You also may have to submit to an annual audit, once your assets go above a certain amount. ■

Fundraising Resources

The Bread Game:
The Realities
of Foundation Funding
Robert Mager
New Glide Publications, 330 Ellis St.
San Francisco, CA 94102, 1975.
$2.95 (paperback)

Contains information on proposal writing and all other aspects of obtaining funding from foundations.

Foundation Center Collection
Kanawha County Public Library
123 Capitol St, Charleston 25301
343-4646

Grants: How to Find Out About Them and What to Do Next
Virginia P. White
Plenum Publishing Corp.
New York, NY, 1978.
$19.50 (hardcover)

Grants Information Kit
Women's Bureau
Employment Standards Administration
Washington, DC 20210. Free

The Grass Roots
Fund Raising Book
Joan Flanagan
Swallow Press
811 West Junior Terrace
Chicago, IL 60613, 1977.
$4.95 (paperback)

Offers a wealth of suggestions for special fundraising events, direct mail campaigns, and various other fundraising strategies.

How to Write Successful Foundation Presentations
Joseph Dermer
Public Service Material Center
355 Lexington Ave, New York, NY.
$8.95 (paperback)

Program Planning
and Proposal Writing
Norton J. Kiritz
The Grantsmanship Center News
1015 West Olympic Blvd.
Los Angeles, CA 90015
$.75 (pamphlet)

Probably the best short piece on proposal writing in existence. A mere eight pages, it is helpful and clearly written. Includes a sample budget.

Women's Action Alliance, Inc.
PROJECT SHARE
370 Lexington Ave.
New York, NY 10017
$3 (paperback)

Information on fundraising and the kinds of problems grass roots women's projects commonly encounter.

You Don't Know What You Got Until You Lose It:
An Introduction to Accounting, Budgeting, and Tax Planning for Small Nonprofit Organizations and Community Groups
The Support Center
1424 16th St, NW
Washington, DC 20036
$1 (paperback) ■

The Women's Movement

Publications in West Virginia

MAW (A Magazine of Appalachian Women)
Appalachian Women, Inc.
745 7th St, Huntington 25701
523-8587

Published bimonthly, MAW features articles, photographs, artwork, short stories and poetry by, for, and about women in Appalachia. Subscriptions are $5 for one year for individuals; $10 for libraries and institutions.

Of Interest to Women
c/o Sally Hunter, ed.
Route 1, Box 248, Mannington 26482

A newsletter geared towards establishing communication among women in rural West Virginia. Published bimonthly. Subscription $1 for six issues.

Centers and Organizations in West Virginia

N.O.W. Chapter/Charleston
P.O. Box 2655
Charleston 25330
744-4334

Other West Virginia NOW chapters are located in: Huntington; Beckley; Clarksburg; Elkins; Parkersburg; Martinburg; Morgantown; West Virginia University; and Wheeling.

The national NOW Action Center is located at 425 13th Street, NW, Suite 1048, Washington, DC 20004.

West Virginia Women's Commission
WB-9, Capitol Complex
Charleston 25305
348-9916

Created by the Legislature in 1977, the commission is a branch of the Governor's Office. Although the office is charged with serving as a resource agency for all women in the state, the Legislature has approved only nominal budgets for the commission since its creation. This has forced it to limit the scope of its work. The commission has been coordinating the efforts of groups working with battered women around the state, and recently developed a network of people working with victims of sexual assault and incest.

The commission works with women seeking nontraditional jobs, displaced homemakers, victims of sex discrimination and other women needing aid who cannot find help anywhere else. It publishes pamphlets on issues of concern to women and provides referral to other agencies, both in and outside the state.

Women's Center
Student Development Center
Rm. B-16, Marshall University
Huntington 25701
696-6442

The Women's Center at Marshall University operates as an educational program of the Dean of Students office. It exists as a service, not an organization, and provides support and information for those who are interested in exploring the changing roles of women and men in society.

The center maintains a speakers' bureau of people who meet with groups to discuss women's issues; a lending library of books and articles of interest to women; referral services for legal, social and psychological assistance; investigative task forces in such areas as health, abortion, Title IX, women's sports and sexual assault; *MsQuotes*, a monthly newsletter; a reference library of bibliographies and information on women's studies programs, women's centers and second careers; and information on continuing education and reentry programs for women offered through Marshall University Community College. Free workshops and seminars are also offered through the center. One special feature is the weekly 'Brown Bag Seminar,' held on Wednesdays from noon to 1 p.m.

Women's Information Center (WIC)
Bennett House, 221 Wiley St.
West Virginia University
Morgantown 26505
292-4061

WIC was created to fill special needs not met by existing organizations. It cooperates with other agencies seeking to meet the medical, educational, legal, psychological, family and job related needs of women in the Morgantown area. Priorities of the center are established by consensus of its Board of Directors, and task forces are formed to deal with them. Task forces in the areas of health care, legal monitoring, women's studies, fundraising information and resources, public relations, outreach and public forum planning are currently in operation.

Health services offered by WIC include free problem pregnancy counseling, including slide pregnancy tests ($3 donation) and information on all alternatives (adoption, abortion, marriage, single parenthood); free birth control information and counseling; referrals to physicians, health facilities and other social service agencies; assertiveness training and women's awareness workshops; and general counseling.

WIC has established two outreach centers to serve outlying areas: a Women's Center serving women in Preston County, Preston County Health Clinic, Kingwood 26537, 329-2787; and the Women's Center, Clay-Battelle Community Health Center, P.O. Box 72, Blacksville 26251, 432-8277, which serves women of Blacksville, Jakes Run, Daybrook, Pentress, Wana and Wadestown.

Women's Resource Center
P.O. Box 3066
East Beckley Station
Beckley 25801
255-2559

The center is open to the public Monday through Friday, from 9 a.m. to 5 p.m. A Women's Action Line (255-2559) is staffed daily from 9 a.m. to 10 p.m. to take calls from women needing information, social service referrals, and crisis counseling.

Programs at the center include assertiveness training workshops, body workshops, a weekly personal growth group, and Women in Transition, a support group for recently divorced or widowed women. Workshops in such areas as banking, household budgeting, insurance, employment, resume writing, discrimination, buying a used car, and taxes are offered in conjunction with the Women in Transition group. WRC also has a lending library of books, pamphlets and magazines.

Plans for the future include projects dealing with women and aging, occupational problems of women, battered children, women's history and literature, self-help workshops, women and the media, and day care centers.

National Publications *

Almost every publication listed here encourages readers to send unsolicited manuscripts. For manuscript requirements, write to the publication or check for instructions within an issue. Remember to include a stamped, self-addressed envelope if you want the manuscript returned.

Contact the individual publication for price and ordering information.

NEWSPAPERS

Big Mama Rag
1724 Gaylord St.
Denver, CO 80208

Free to women in prison and mental institutions.

Her-Self:
Women's Community Journal
225 East Liberty
Ann Arbor, MI 48168

Of special interest for health issues.

Majority Report
74 Grove St, New York, NY 10014

Biweekly.

Sister: West Coast
Feminist Newspaper
P.O. Box 597, Venice, CA 90291

To those who cannot pay for subscription, $1 for postage.

PERIODICALS

Aphra
P.O. Box 893, Ansonia Station
New York, NY 10023

A literary quarterly.

Black Maria
815 West Wrightwood Ave.
Chicago, IL 60614

Quarterly of original poetry, short stories, and feature articles which emphasize political feminist issues of the past and present.

Booklegger Magazine
72 Ord St, San Francisco, CA 94114

A collective organization of feminist library workers reviews small press books, alternative media, and children's books. Bimonthly magazine.

Connections Magazine
Bell Hollow Rd, Putnam Valley
New York, NY 10579

Primarily publishes women's poems by both established and developing writers. Twice yearly.

Country Lady's Day Book
P.O. Box 7527
Oakland, CA 94601

Grass roots celebration of rural living through original poetry, book reviews, feature articles, and how-to's.

Country Women
P.O. Box 51, Albion, CA 95410

This periodical is concerned with feminism and the back-to-land movement. Practical know-how for country survival with exploration of women's issues.

Earth Daughters 5/6
944 Kensington Ave.
Buffalo, NY 14215

Quarterly of original poetry, short stories for and graphics by women.

Feminist Revolution
Redstockings
P.O. Box 413
New Paltz, NY 12561

A history of the last eight years of the women's liberation movement, compiled by a group of radical feminists. $3 plus $.50 special handling, payable to Redstockings.

Feminist Studies
417 Riverside Dr.
New York, NY 10025

Scholarly journal analyzes historical and contemporary issues concerning the status of women. Quarterly.

Media Report to Women
3306 Ross Place, NW
Washington, DC 20008

A monthly publication on women and the media: portrayal of women; news coverage of women's activities; employment of women in the media. Covers TV, radio, print, film, music, and other media forms.

Moving Out
Third and Warren Sts, Rm. 207
Wayne State University
Detroit, MI 48202

Published since 1970 and devoted to women in literature and arts.

Ms. Magazine
370 Lexington Ave.
New York, NY 10017

Monthly national magazine. $1 per issue.

Notes From The First Year
New York Radical Women
Available from Redstockings
P.O. Box 413, New Paltz, NY 12561

The Women's Liberation Movement's first theoretical journal.

Notes From The Third Year: Women's Liberation
P.O. Box AA, Old Chelsea Station
New York, NY 10011

Yearly collection of radical feminist writing.

Off Our Backs
Off Our Backs, Inc.
1724 20th St, NW
Washington, DC 20009

Quest: A Feminist Quarterly
P.O. Box 8843
Washington, DC 20003

Analysis of past and future issues in the women's movement.

Second Wave
P.O. Box 344 Cambridge A
Cambridge, MA 02139

Original fiction, reviews, feature articles, and interviews.

Sibyl Child
6906 West Park Dr.
Myettsville, MD 20783

A women's arts and culture journal published three times a year.

Signs: Journal of Women in Culture and Society
University of Chicago Press
11030 Langley Ave.
Chicago, IL 60628

Scholarly research done by, for, and about women. Quarterly publication.

13th Moon
P.O. Box 3, Inwood Station
New York, NY 10034

Women's writings, both creative and critical. Quarterly.

Up From Under
1377 9th Ave.
San Francisco, CA 94122

A magazine for, by, and about working, poor, and Third World women. Feature articles, short stories, and poetry.

Woman Spirit
P.O. Box 263
Wolf Creek, OR 97497

Unique magazine exploring woman's spirituality through poetry, essays, and art. Quarterly publication.

Women: A Berkshire Feminist News Journal
P.O. Box 685, Lenox, MA 01140

Published about every two months.

Women: A Journal of Liberation
3028 Greenmount Ave.
Baltimore, MD 21218

WIN News:
Women's International Network
187 Grant St, Lexington, MA 02173

International newsletter of women's issues and research. WIN also published Women's *International Development Organization Directory*, whose worldwide listings emphasize developing countries.

Women's Writing Newsletter
R.F.D. 3, Newfield, NY 14867

This group is currently compiling a resource directory of women writers. Bimonthly newsletter.

SOURCEBOOKS

The New Women's Survival Sourcebook
Susan Rennie
and Kirsten Grimsted, Eds.
Alfred A. Knopf, New York, NY,
1975. $5 (paperback)

This resource catalog has extensive listings of publications, and some articles and essays.

Women's Action Almanac: A Complete Resource Guide
Jane Williamson, Diane Winston,
and Wanda Wooten, Eds.
William Morrow, New York, 1979.
$7.95 (paperback)

A comprehensive reference almanac of issues, covering over 82 topics arranged alphabetically and including statistical and background information, charts, reprints and original articles. Also included is a directory of national women's groups and model projects.

The Women's Almanac
Kathryn Paulsen
and Ryan A. Kuhn, Eds.
J. B. Lippincott Company
New York, NY, 1976.
$6.95 (paperback)

Collection of reprinted articles on various issues of interest to women. Some nationwide listings.

Women's Institute for Freedom of the Press
3306 Ross Place, NW
Washington, DC 20008

This organization publishes an annual directory of feminist media and an index of articles on women and media ($8). It also does research and publishes other books on communications and on women and media, such as *Women in Media: A Documentary Sourcebook*.

Women's Movement Media
Cynthia Ellen Harrison
R. R. Bowker Co, New York, NY,
1975. $13.95 (paperback)

A comprehensive directory of groups serving women's interests in media, government, civil rights, and other subject areas.

The Women's Yellow Pages: Original Sourcebook for Women
Carol F. Edry
and Rosalyn Gerstein, Eds.
The public works, Incorporated
RFD 3, Box 186, Putney, VT 05346

Combines in-depth feature articles and fully annotated listings of resources on a wide range of subject areas: employment, education, health, money, law, the older woman, children, counseling, consumer rights, etc.

Editions published on a regional basis; those currently available are for: New England (382 pp; $7.95 paper); New York (St. Martin's Press, New York, NY, 1978, $12.50 hardcover, $5.95 paper), and West Virginia. All editions can be ordered directly from The public works, Incorporated.

**Portions of these listings are excerpted with permission from The Women's Yellow Pages: Original Sourcebook for Women, New England edition, Carol F. Edry and Rosalyn Gerstein, Eds. (Putney, Vermont: The public works, Inc, 1978).*

Presses and Publishers

Alice James Poetry Cooperative, Inc.
138 Mt. Auburn St
Cambridge, MA 02138

Writer's cooperative with an emphasis on poetry by women. Members of this alternative press publish, distribute, and promote their own work. Request publications list.

Belladonna Publishing
844 Elm St, New Haven, CT 06511

Publications concerned with women's issues and the left.

Cassandra
P.O. Box 701
Gloucester, MA 01930

Recently launched publishing venture dedicated to women's culture, ideals, and values. Write for more information.

Diana Press, Inc.
12 West 25th St.
Baltimore, MD 21218

Printing services specializing in posters, calendars, and paperback books.

The Feminist Press
P.O. Box 334
Old Westbury, NY 11568

The Feminist Press concentrates on educational curriculum material, reprints of neglected women's writings, biographies, and children's books. 'Women Studies Newsletter' published quarterly. Catalog available upon request.

KNOW, Inc.
P.O. Box 86031
Pittsburgh, PA 15221

Began in 1969, this collectively-run organization published and/or distributes nearly 300 pamphlets and books. KNOW also publishes *KNOW News*. Write for publications list.

Les Femmes Publishing
231 Adrian Rd, Millbrae, CA 94030

Publishers of books by, for, and about women on a wide range of subjects. Write for their catalog.

The public works, Incorporated
RFD 3, Box 186, Putney, VT 05346
802-387-4211

Formerly Boston Women's Collective, Inc, this nonprofit organization's purpose is to educate the public on critical social issues affecting women and men.

Originators of *The Women's Yellow Pages Sourcebook Series*, The public works, Incorporated develops, produces, and publishes original materials in various media that serve 'to bridge the gap between human need and institutional response.' Editions of *The Women's Yellow Pages* have appeared for Boston, and are currently available for New York ($5.95), New England ($7.95), and West Virginia.

The editors will provide training and publishing assistance to other organizations or individuals interested in developing a *Women's Yellow Pages* sourcebook for their region. Contact Carol Edry at the above address.

Quest: A Feminist Quarterly
P.O. Box 8843
Washington, DC 20003

Journal publishing with emphasis on political and social theory.

Scarecrow Press
P.O. Box 656, 52 Liberty St.
Metuchen, NJ 08840

Resource for Women's Studies Catalog available. Write for information on other publications.

Times Change Press
62 West 14 St, New York, NY 10011

Free catalog available. Diverse publications for and by women.

Violet Press
P.O. Box 398, New York, NY 10009

Feminist publications. Write for brochure.

Wollstonecraft Incorporated
6399 Wilshire Blvd.
Los Angeles, CA 90048

An established book publishing firm.

Womanpress
P.O. Box 59330
Chicago, IL 60645

Woman-owned and operated press published *Women Loving Women*, an annotated bibliography.

Women and Literature Collective
P.O. Box 441
Cambridge, MA 02138

The collective produces and distributes *Women and Literature: An Annotated Bibliography*, a guide to literature by women. The second edition is free to women in prisons and mental institutions.

Women's Action Alliance (WAA)
370 Lexington Ave, Rm. 601
New York, NY 10017

WAA is a nonprofit national clearinghouse for information and resources on sex discrimination, child development, and women's centers. The Alliance is also coordinator of the U.S. National Women's Agenda, a coalition of over 90 organizations establishing goals and priorities for women.

In addition to publishing the newsletter 'Women's Agenda,' the Alliance has published an excellent series of 'how-to' manuals; *A Practical Guide to the Women's Movement*, a directory of women's groups, consciousness-raising guidelines, and reading list; 'How to Organize a Multi-Service Women's Center'; 'How to Make the Media Work for You'; 'How to Organize a Child Care Center'; *Non-sexist Education for Young Children: A Practical Guide*, in-service training for teachers, parent education, and materials development; as well as non-sexist games, and a booklet on fundraising and other technical assistance publications for women's programs. Write for a complete list of current publications and prices.

The Alliance also assisted The public works, Incorporated (formerly Boston Women's Collective) in producing the *New York Women's Yellow Pages* (St. Martin's Press, New York, NY, 1978).

Women's Press Collective
5251 Broadway, Oakland, CA 94610

Since 1970, the collective has published feminist material with an emphasis on the arts, particularly poetry. Request brochure.

■ Photo: Wendy Ewald

Distributors

First Things First
2334 Ontario Rd, NW
Washington, DC 20009

Feminist and Third World writings as well as poetry, children's books, and reference materials. Catalog free upon request.

Greyfalcon House, Inc.
124 Waverly Place
New York, NY 10011

Greyfalcon distributes posters, prints, notepapers, and gift books by, for, and about women. Write for catalog.

MS Information Corporation
655 Madison Ave.
New York, NY 10021

Book buying service for all the books listed in its annotated bibliography, 'Women's Guide to Books.' Write for the Guide.

Women in Distribution (WIND)
P.O. Box 8858
Washington, DC 20003

Wholesale distribution center of nonsexist, nonracist books, posters and music. Write for catalog and information on discounts. ■

About the Editors

Mary Lee Daugherty, Project Director

I am a native of West Virginia and daughter and granddaughter of coal miners and factory workers.

I served as a missionary in Brazil for the Presbyterian Church and have worked in this country in local churches. I have also worked in the business world, and, more recently, in higher education.

The first woman in my family who had the privilege of attending college, I graduated from Morris Harvey College in 1956. I earned an M.A. in 1960 and a Ph.D. in 1977. In addition to teaching at my alma mater, I have taught at the West Virginia College of Graduate Studies and been a research associate in women's studies at Harvard University Divinity School. I am now a consultant to the divinity school.

The West Virginia edition of *The Women's Yellow Pages* began four years ago as a dream. I saw the need for a comprehensive reference tool for women here to use in fulfilling their own capabilities and pursuing their own goals and ambitions. I spent much of the intervening years raising money and organizing work for the project.

I am married and have two children, Sonia and Shawn.

Susan Hendricks, Editor-in-Chief

A lifelong West Virginian, I was first attracted to the women's movement years ago. My work with the West Virginia edition of *The Women's Yellow Pages* opened my eyes to the realities that go hand-in-hand with that interest - the problems and concerns of women in our state. I have come to believe activism is essential to both social change and personal growth, and my personal commitment to advocacy continues to expand.

Like most people, I am the product of my life experiences. I spent twelve years in Roman Catholic schools, grew up in a large family and watched my female relatives express their own strengths and talents in traditional roles. Family and religious ties remain important parts of my life.

While a student at Morris Harvey College (now the University of Charleston), I studied English, philosophy and journalism. Subsequently, I joined the staff of the Charleston Daily Mail as a reporter. My interests in all these areas continue, as well as a growing one in law.

Carol F. Edry, Founder/Editorial Director/Publisher

I have been an activist for women's rights since 1968. I received a B.A. in political science from Boston University, an advanced degree in International Affairs and Soviet Studies from Columbia University, and certificates from Leningrad State University and University of Geneva.

In 1971 with Roz Gerstein, I founded Boston Women's Collective, the forerunner of The public works. Incorporated, and began work on the first edition of *The Women's Yellow Pages*. At the time, it was the country's first book of its kind geared specifically to women, designed to provide practical resources as well as to explore alternative solutions to problems we all face. My goal was that the sourcebook serve as a link between activist women and those who were either indifferent or hostile to the women's movement. That indeed has happened, and now with this West Virginia edition, new links are being forged between the women of New England and Appalachia, both regions of strong culture, pride, and tradition.

I would like to see a network of sourcebooks across the United States, and am ready to assist other women's groups or individuals in producing their own *Women's Yellow Pages*.

Rosalyn Gerstein, Design Director/Art Editor/Publisher

I received a B.F.A. and Master's degree from Rhode Island School of Design in 1970. Though a fine art photographer for the past ten years, I have worked in public education for almost that long, developing programs for young children, designing experimental curricula for high schools, and teaching college-level photography. I also worked in film for the National Institute for Mental Health.

Years of work within the guidelines of institutions, however, were disheartening. It seemed that a way to effect social change was to invent a vehicle for both education and communication to a large audience.

In 1971, I co-founded with Carol Edry, Boston Women's Collective, now The public works. Incorporated, publishers of *The Women's Yellow Pages* sourcebook series. By 1975, direction of the organization became a full-time commitment.

My intentions are to continue developing projects which are responsive to social needs. I continue to photograph and exhibit professionally. Both involvements, in photography and *The Women's Yellow Pages*, have brought experiences and insights that have altered my sensibilities. One allows me to focus on our human condition while the other allows me to actively contribute solutions to very human problems.

Julie Mester, Editorial Assistant

I am going through a time of change and personal growth.

My daughter and son occupy the greatest share of my time and attention, and since my divorce, I am learning to function both as a single parent and as a career woman. I am also studying part-time to be a paralegal worker.

I spent the first thirteen years of my life in Hungary. That background has helped me appreciate my present, because life then was much rougher than it is now. My experiences have helped me discover God in a real sense, rather than the theological sense I was exposed to as a child. I am learning to stand on my own and to find security within myself.

Sherri Rodgers, Assistant Editor

An artist and writer, I view myself primarily as a student. I received a B.A. degree in art and English from Morris Harvey College in 1977 and a master's degree in English from the University of Nebraska in 1978. I hope to gain a broader view of the world by investigating my personal and social needs and establishing financial independence. My goals include an M.F.A. degree in painting; teaching; and traveling.

Order Now:

Please complete and mail with your check to:

Women and Religion
P.O. Box 6614
Charleston, West Virginia 25304

Make your check or money order for $3 payable to Women and Religion Supplement. We cannot send your copy without first receiving payment. Please allow at least two weeks for delivery.

Send _______ copy(ies) of Women and Religion.

Amount enclosed: __________

Name __________________

Organization ______________

____

Address ________________

____

City ___________________

State/zip _______________

Phone # ________________

Women and Religion

A Supplement to the West Virginia edition of The Women's Yellow Pages

Contains an Annotated List of publications available from religious institutions throughout the state and nationally. Material from Protestant, Roman Catholic, Eastern Orthodox and Jewish denominations focus on the changing roles of women in society and religious institutions. Also included are two special features: *The Bible and Women - People, Language, Imagery and God* by Deborah A. McCauley and Kathryn Ann Piccard; and *Eve, Mary and Us* by Mary Smith and Joan Arnold.

Evaluation Form

Please tell us about those agencies and services you've used that are listed in the West Virginia edition of *The Women's Yellow Pages*. You, the consumer, are the best judge of how responsive an agency is. Were your questions answered; was your problem resolved? Were you satisfied with the action taken in your behalf? Let us know if you have complaints about any of the services included in this book. Your feedback is essential. So, fill out this form. Mail to: Mary Lee Daugherty, Project Director, *West Virginia Women's Yellow Pages*, Box 186, Morris Harvey College of Arts and Sciences, MacCorkle Avenue, Charleston 25304.

Your Name ____________________

Address ____________________ **City.** ____________________

State: ____________________ **Zip** ____________________ **Tel. #** ____________________

Agency's name: ____________________

Address: ____________________ **City:** ____________________

State: ____________________ **Zip:** ____________________ **Tel. #** ____________________

Briefly describe your problem: ____________________

Actions taken by agency/service: ____________________

____________________ **Were you satisfied?** ____________________

Nature of your complaint: ____________________

List here additional services, agencies, and/or topics you would like to see included: ____________________

____

Where did you hear of ***The Women's Yellow Pages?*** ____________________

Tell us how useful you found this book. ____________________

Which chapters do you use most frequently? ____________________

Thank you for your help in building an information network among women. All personal information will be kept strictly confidential.

So that we may serve you better, tell us your occupation: ____________________

marital status: ____________________

age: ____________________

no. of children: ____________________

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An Annotated Bibliography

Materials Available from Religious Institutions Serving the Women of West Virginia

Over 50 religious institutions serving West Virginia women were written to; 25 of these replied. We have listed the materials sent to us for annotation.

You may care to write the publication headquarters of your own religious group if they are not listed. We have indicated other denominational addresses even though we were not able to receive materials from them.

AMERICAN BAPTIST

American Baptist
Churches in the U.S.A.
National Ministries
Valley Forge, PA 19481

'American Baptist Resolutions on the Empowerment of Women in the American Baptist Churches'

'Resolution in Support for Extending Time for E.R.A. Ratification'

'Resolution in Support of E.R.A.'

Many other publications may be available on particular areas of concern; write the address above for information.

ASSEMBLIES OF GOD

Gospel Publishing House
1445 Booneville Ave.
Springfield, MO 65802

Irerna Thompkin
How To Survive
In No Man's Land
Gospel Publishing House
Springfield, Mo.
(After divorce: how to raise a family.)

Publication lists are also available from:
Logos Press
201 Church St.
Plainfield, NJ 07060

Counseling, from both men and women on the staff, is available for women and for couples in trouble at:
Emerge Ministries Counseling Center
1815 W. Market St., Suite 203
Akron, OH 44313
216/867-5603

BAHA'I FAITH

Baha'i Faith
536 Sheridan Rd.
Wilmette, IL 60091

Concerning the Rights of Women
National Spiritual Assembly
of Baha'is World Order
Spring 1970
New Haven, 1975
(Deals with the role of women in the modern world.)

Equality of Men and Women
Baha'i Publishing Trust
Wilmette, Ill, 1975
(Equality is a spiritual and moral standard essential for the unification of the planet and the unfoldment of world order.)

Constance Conrader
Women:
Attaining Their Birthright

Materials collected over a two-year period by Mary Lee Daugherty.

Annotated by Connie Hunt of West Virginia State College Institute.

A special word of thanks to Carol Damron for her endless hours of time and professional help on both *The Women's Yellow Pages®* for West Virginia and on this supplement, *Women and Religion*.

Baha'i Publishing Trust, Wilmette, Ill.
(A call for equality in the world of religion.)

CHRISTIAN CHURCH
(DISCIPLES OF CHRIST)

Christian Church
Division of Homeland Ministries
222 S. Downey Ave.
P.O. Box 1986
Indianapolis, IN 46206

Policy statement and resolutions of the Department of Church Women of the Christian Church.

CHRISTIAN SCIENCE

The First Church of Christ, Scientist
Christian Science Center
Boston, MA 02115

Bibliography of publications
Sicence Publishing Society
Boston, 1978

'Questions and Answers
on Christian Science'
Science Publishing Society
Boston, 1978
(Reviews questions most commonly asked about this religion.)

Robert Peel
Mary Baker Eddy:
The Years of Discovery
Mary Baker Eddy:
The Years of Trial, 1876-1891
Holt paperback, New York, 1971

CHURCH OF GOD

Warner Press, Inc.
P.O. Box 2499
Anderson, IN 46011

Write Warner Press for lists of any publications.

CHURCH OF THE BRETHREN

Church of the Brethren
General Board
1451 Dundee Ave.
Elgin, IL 60120

Church of the Brethren
Shenandoah District Office
1029 S. High St.
Harrisonburg, VA 22801

Marriage and Divorce:
A Biblical Guide to Caring and Healing in the Family of Faith
Adopted at
the Annual Conference, 1977
(A theological view of marriage and male/female relationships.)

Mary Cline Detrick
'Will the New Creation
Please Stand Up'
Brethren Life and Thought, 1974
(The life and teaching of Jesus can help in a new relationship between men and women.)

CHURCH WOMEN UNITED

Church Women United
475 Riverside Dr.
New York, NY 10027

Resource list, 1978.

Winsome Muro
Wellspring 3
Church Women United,
Cincinnati, 1976
(A search for our foremothers through the scriptures.)

COUNCIL OF CHURCHES

West Virginia Council of Churches
612 Virginia St. East
Charleston, WV 25301

West Virginia
Council of Churches
List (Names and addresses of denominational executives.)

The Women's Caravan,
Massachusetts Council of Churches,
Boston.
(A study packet for women about issues that concern women.)

EPISCOPAL

Episcopal Diocese of West Virginia
1608 Virginia St. East
Charleston, WV 25311

'An Analysis of the Need for Episcopalians to Minister Among Feminists'
(Advocates pastoral care and non-offensive liturgical ministry for feminists.)

Carter Hayward
A Priest Forever:
The Formation of
a Woman and a Priest
Harper & Row, New York, 1976

Carter Hayward
and Suzanne R. Hiatt
'The Churches Ponder Evermore:

The Trivialization of Women'
Christianity and Crisis
June 26, 1978
Christianity and Crisis Magazine
537 West 121st St.
New York, NY 10027

Emily C. Hewitt
and Suzanne R. Hiatt
Women Priests: Yes or No?
Seabury Press, New York, 1973
(Lays out the arguments concerning the ordination of women and priests.)

Joan Morris
The Lady Was A Bishop
Macmillan, New York, 1973
(Authoritative role played by women in the early church.)

Sharon and Thomas Neufer Emswiler
Women and Worship
Harper and Row, New York, 1974
(A book of worship materials: liturgies, calls to worship, prayers, etc. in non-sexist language.)

JEHOVAH'S WITNESSES

Watch Tower Society
117 Adams St.
Brooklyn, NY 11201

Making Your Family Life Happy
(This publication may also be obtained in the Charleston, W.Va, area from Mr. Jennings S. Lilly at 304/342-0948.)

JEWISH

B'nai B'rith Women
1640 Rhode Island Ave, NW
Washington, DC 20036

Rabbi Samson Raphael Hirsh
'A Torah View on Women
and on Women's Lib'
Judaism Eternal, Vol. 2
Soncino Press, London, 1960
(Articles include the function of the Jewish woman, regulations of the Jewish law which govern her position, and how she is portrayed in Jewish history.)

Polydoxy: Journal of the Institute of Creative Judaism, Autumn 1976
(Concerns the Jewish woman and her function according to Jewish law.)

Woman in the Middle
B'nai B'rith, Women Program Division
Washington, DC
(Council program; includes resource list.)

Woman to Woman
B'nai B'rith, Women Program Division
Washington, DC
(A learning packet with articles, suggestions, and resources for group programs dealing with women's concerns.)

Elizabeth Koltun, ed.
Jewish Woman: New Perspectives
Schocken Books, New York, 1976.
(An excellent book dealing with Life Cycle and New Rituals, the Law, the Modern Society, Literature.)

Leonard Swidler
Women in Judaism: The Status of Women in Formative Judaism
Scarecrow Press
Metuchen, N.J, 1976
(A historic survey of woman's role in the history of Judaism.)

LUTHERAN

Lutheran Church in America
231 Madison Ave.
New York, NY 10016

Equality and Justice for All
Lutheran Church in America
New York, 1976
(Section on sexism.)

'Equality for Justice
for Women and Men'
Church and Society, June 1977
(A consultation for synodical representatives.)

La Vonne Althouse
and Lois K. Snook
In God's Image: Toward Wholeness for Women and Men
Lutheran Church in America
New York, 1976
(A study course on identity for women in the 1970s.)

Parish Ministries Commission
'Report of the Task Force
on Equality and Language'

MORMON

The Relief Society Organization of the Mormon Church
c/o Ms. Kitty Baughan
7007 Valleybrook Dr.
Charleston, WV 25312

The Organization provides training in leadership skills and work job specialists in the Charleston area. Ms. Baughan may be reached at the address above or at 304/984-9228.

NAZARENE CHURCH

Nazarene Publishing House
P.O. Box 527
Kansas City, MO 64141

Doleson
What Wives Wish Their
Husbands Knew About Women

Narramore
A Woman's World
(Twelve common problems are
discussed: Work, Divorce, Child
Rearing as a Single, etc.)

Matilda Nordtvedt
Defeating Despair and Depression

ORTHODOX

St. George
Syrian Orthodox Church
Lee and Court Streets
P.O. Box 2044
Charleston, WV 25327

Saint John
Greek Orthodox Church
3512 MacCorkle Ave. SE
Charleston, WV 25304

Helen T. Linos
'Feminizing Aspects and
the Greek Orthodox Theology'
Saint John
Greek Orthodox Church, Charleston
(An article which explores the use of
the word 'Father' in theology.)

Write to St. George Syrian Orthodox
Church for information on any
publications they may have.

Constance Tarasar
and Irina Kirillova, eds.
Orthodox Women: Their Role and
Participation in the Orthodox Church
(Report on the Consultation of
Orthodox Women, Agapia,
Roumania, September 11-17, 1976)
Publication of:
The World Council of Churches
Summit on Women
in Church and Society
475 Riverside Dr.
New York, NY 10027

PRESBYTERIAN

Presbyterian Church
in the United States
Committee on Women's Concerns
341 Ponce de Leon Ave, NE
Atlanta, GA 30308

United Presbyterian Church
in the U.S.A.
475 Riverside Dr.
New York, NY 10027

Kanawha
Pastoral Counseling Center
First Presbyterian Church
16 Broad St.
Charleston, WV 25301/346-9689

'Women in Church and Society'
General Assembly
Presbyterian Church, Atlanta, 1972
(A report to the 113th General
Assembly on actions relating to
women.)

Atlanta Group
Women Doing Theology
Presbyterian Church, Atlanta
(Describes the wide range of
experiences that a group of women
brought to the task of theologizing.)

'Women Voice Concerns:
General Assembly Acts'
Matrix, October 1974, rpt.
Presbyterian Church, Atlanta, 1974
(Assembly actions and comments by
women attending the 114th General
Assembly.)

Diane Tennis
'Sin and the Periphery -
They Go Together'
Presbyterian Church, Atlanta
(Argument for women ministers.)

Update of PCUS Clergywomen
and Ordainables
January 1978

Carolyn Purden
'A Look at Six
Great Christian Women'
Presbyterian Survey, April 1979
(Article concerning six contemporary
women - Lee Tai-Yang, Mother
Teresa, Annie Jiagge, Barbara Ward,
Carrieten Boom, and Dorothy Day -
who have helped make the world a
better place to live through their
faith.)

Sarah Cunningham, ed.
Concern, Vol. 19, No. 13
February 1977
United Presbyterian Church
New York
(Issue concerning historical
perspective of women and their
involvement with the Presbyterian
Church.)

Sarah Cunningham, ed.
Concern, Vol. 19, No. 1
January 1978

United Presbyterian Church
New York
(Religious articles and photographs by and about women.)

'Language About God:
Opening the Door'
Adopted by
the General Assembly, May 1975
United Presbyterian Church
New York
(Report suggests that more accuracy should be used in the translation of the Bible.)

Patricia Kepler and Anne W. Schaef
Women and the New Creation
United Presbyterian Church
New York, 1972
(A study course on identity for women in the 1970s.)

Gail Hinand and Ardis Ryder
Women in Leadership
United Presbyterian Church
New York
(A learning packet designed to share learnings of the women who developed change-directed projects in their local communities.)

The Kanawha Pastoral Counseling Center is located at the First Presbyterian Church in Charleston, W.Va. This Center is able to aid couples or singles in trouble. However, no woman is on the staff yet. For information, write the address above or call 304/346-9689.

Reflections, July 1978
Entire magazine devoted to women and their issues in the Synods of the Virginias (West Virginia and Virginia).
Publication of:
Synod of the Virginias
4841 Williamson Road
Roanoke, VA 24012

QUAKER

Women's Way Group
Philadelphia Meeting
1501 Cherry St.
Philadelphia, PA 19103

Erminie Huntress Lantero
Feminine Aspects of Divinity
Pendle Hill Publishing House
Wallingford, PA 19086
(95¢ plus 30¢ postage.)

ROMAN CATHOLIC

National Conference of Catholic Bishops
1312 Massachusetts Ave, NW
Washington, DC 20025

Diocese of Wheeling-Charleston
1300 Byron St.
P.O. Box 230
Wheeling, WV 26003

George W. Cornell
'Jesus Gave the Emancipated Role to the Samaritan Woman'
Women's Center for Theologizing
Kansas City
(Jesus was radical in his treatment of women, according to this article, when compared to the culture of his time.)

Susie Kaplow
'Getting Angry'
Women's Center for Theologizing
Kansas City
(Article tells the ways in which one expresses anger.)

Jan Larkin, Jan Rogness,
and Lorly Thompson
'Women in the Bible'
Women's Center for Theologizing
Kansas City
(Reference which lists women named in the Bible and descriptions about who they were.)

Pat Mainardi
'The Politics of Housework'
Women's Center for Theologizing
Kansas City
(This article makes the statement that democracy begins at home.)

Clara Naria Henning
'Women in the Priesthood'
Commonweal, January 1974
(On being serious about equal rights for women of the church.)

SALVATION ARMY

The Salvation Army
301 Tennessee Ave.
Charleston, WV 25302

Catherine Booth
Female Ministry
Salvation Army, New York, 1975
(Statement proclaiming the right of women to preach the gospel.)

In the Charleston area, the local Salvation Army offers help and shelter to women in need or in trouble.

SEVENTH-DAY ADVENTISTS

Review and Herald Publishing Association
6856 Eastern Ave, NW
Takoma Park
Washington, DC 20012

Adventist Book Center
1400 Liberty St.
Parkersburg, WV 26101

These are two sources of publications.

SOUTHERN BAPTIST

Southern Baptist Women's Missionary Union
600 North 20th St.
Birmingham, AL 35203

'Currents'
Royal Service, April 1979
(Statement of goals issued by the Executive Board of SBWMU in January 1979.)

Response to Consultation of Women in Church-Related Vocations
January 11, 1978

UNITED CHURCH OF CHRIST

United Church of Christ
297 Park Ave. South
New York, NY 10010

Report from the Task Force on Women in the Church and Society
(Explores the nature of liberation and change as related to the needs and perceptions of women about themselves, their church and their world.)

UNITED METHODIST

The United Methodist Church
Board of Global Ministries
475 Riverside Dr.
New York, NY 10027

The United Methodist Church
West Virginia Area
900 Washington St. East
Charleston, WV 25301

Carolyn Pitts
But on the Other Hand Or To Be Like Ourselves as Women
United Methodist Church
Cincinnati, 1975
(Women's issues presented in readings and exercises to be used by study groups; objectives, questions, role playing.)

'Ministries to Women and Ministries to Children'
Board of Global Ministries
United Methodist Church
Cincinnati, 1976
(A policy statement adopted by the Women's Division.)

Never the Same Again: Toward a Decade of Women and Development, 1975-1985
United Methodist Church
Cincinnati, 1976
(Calls attention to some aspects of equality, peace, and development - the three goals for International Women's Year.)

Sisters and Brothers, Sing!
Wesley Foundation, 1977
(The music in this hymnal consciously recognizes the *whole* people of God - sisters and brothers together. Many non-sexist hymns are included.)

'Television Monitoring Project: Sex Role Stereotyping in Prime-Time Television'
United Methodist Church
Cincinnati, 1976
(The research, findings and analysis of the problem of sex role stereotyping in television.)

'To Fulfill the Mission Task'
Board of Global Ministries
United Methodist Church
Cincinnati, 1976
(The 1976 report of the Women's Division.)

'Women: Over Half the Earth's People'
Board of Global Ministries
United Methodist Church
Cincinnati, 1973
(A study guide of resources and processes to be used by groups studying women in church and society.)

Articles to use with the Women's Study Program, 'Women: Over Half the Earth's People'

UNITARIAN FELLOWSHIPS

Beacon Press
6 Mt. Vernon Place
Boston, MA 02108

Write for a catalogue listing of their Feminist Publications.

OTHER

'A Woman's Life'
California Advisory Commission on the Status of Women

(A graph showing the life span of the average woman and her period of productive activity.)

Black Women and Religion
Fall 1975
A bibliography available from:
Harvard Divinity School
Women's Studies
45 Francis Ave.
Cambridge, MA 02138

Leonard Swidler
'Jesus Was a Feminist'
New York Times
December 18, 1971, rpt.
(According to culture, Jesus was revolutionary and radical in his treatment of women during the time in which he lived.)

Rosemary Radford Ruether
'Sexism and
the Theology of Liberation'
The Christian Century, 1973, rpt.
(Nature, fall, and salvation as seen from the experience of women.)

'Theology in the Politics
of Appalachian Women'
Theology in America, 1978
(Represents an articulation of the methodology for doing theology that begins with the experience of poor, oppressed women.)

'Walking Together'
Seminary Quarterly,
Grailville at Loveland, 1977
(A self-directed learning model put together by women who lived together for six weeks learning to become holistic individuals.)

Malcolm Boyd
'Who's Afraid of Women Priests?'
Ms, rpt.
(Tells the stories of two women clergy.)

Brigalia Bam
'Women and the Christian Church'
New World Outlook, April 1971, rpt.

Women and the Church of America
(A bibliography.)

Casey Miller and Kate Swift
'Women and
the Language of Religion'
Christian Century, 1976
(When words like 'father' and 'king' are used to evoke the image of a personal God, at some level of consciousness a male image takes hold.)

James B. Nelson
'Homosexuality and the Church'
Christianity and Crisis, 1977, rpt.
(The current controversy within the church over ordination of avowed homosexuals is discussed.)

Addresses

AMERICAN BAPTIST

**American Baptist Churches
in the U.S.A.**
National Ministries
Valley Forge, PA 19481

ASSEMBLIES OF GOD

Gospel Publishing House
1445 Booneville Ave.
Springfield, MO 65802

BAHA'I FAITH

Baha'i Faith
536 Sheridan Rd.
Wilmette, IL 60091

CHRISTIAN CHURCH
(DISCIPLES OF CHRIST)

Christian Church
Division of Homeland Ministries
222 S. Downey Ave.
P.O. Box 1986
Indianapolis, IN 46206

CHRISTIAN SCIENCE

**The First Church
of Christ, Scientist**
Christian Science Center
Boston, MA 02115

CHURCH OF GOD

Warner Press, Inc.
P.O. Box 2499
Anderson, IN 46011

CHURCH OF THE BRETHREN

Church of the Brethren
General Board
1451 Dundee Ave.
Elgin, IL 60120

Church of the Brethren
Shenandoah District Office
1029 S. High St.
Harrisonburg, VA 22801

CHURCH WOMEN UNITED

Church Women United
475 Riverside Dr.
New York, NY 10027

COUNCIL OF CHURCHES

**West Virginia
Council of Churches**

Other materials may help you explore the use of new language for worship and enjoy singing non-sexist hymns. I recommend the following helps.

1. Wisdom House Liturgy of the Holy Euchrist
2. Eucharistic and Pentetential Rites
3. Resources For Avoiding Sexism When Using Episcopal Hymnals
4. Guidelines For Non Sexist Liturgy
   Rev. Kathryn Piccard
   Order from Jane Blood
   15 Brewer Lane
   Reading, Mass
   01867
5. A Book of Hymns In Inclusive Language
   Order from Perkins School of
   Theology
   Dallas, Texas
6. Sisters and Brothers Second Edition
   The Westley Foundation
   Campus Ministry 211 North
   School Street, Normal, Ill. 61761
   $3.50 plus 50¢ postage
7. The Word For Us
   The Gospels of John and Mark. Epistles to the Romans and the Galatians. Restated in Inclusive Language by Joann Haugerud.
   Non-Sexist Scripture
   From the beginning, THE WORD has been for us - all of us.
   This is the first rendering of Scripture that fully expresses this truth.
   Thoroughly researched and restated in inclusive language, the enduring Good News emerges in new clarity for your enjoyment and re-discovery. 119 pages.
   The Word For Us
   $5.60 each, ($4.95 + .65 mailing)
   $23.28, 6 copies, ($22.28 + $1. mailing)
   $37.64, 12 copies, ($35.64 + $2. mailing)
   Make checks payable to:
   Coalition on Women and Religion
   4759 - 15th Ave. N.E.
   Seattle, WA 98105

612 Virginia St. East
Charleston, WV 25301

EPISCOPAL

Episcopal Diocese
of West Virginia
1608 Virginia St. East
Charleston, WV 25311

JEHOVAH'S WITNESSES

Watch Tower Society
117 Adams St.
Brooklyn, NY 11201

JEWISH

B'nai B'rith Women
1640 Rhode Island Ave, NW
Washington, DC 20036

LUTHERAN

Lutheran Church in America
233 Madison Ave.
New York, NY 10016

MORMON

The Relief Society Organization
of the Mormon Church
c/o Ms. Kitty Baughan
7007 Valleybrook Dr.
Charleston, WV 25312

NAZARENE CHURCH

Nazarene Publishing House
P.O. Box 527
Kansas City, MO 64141

ORTHODOX

St. George
Syrian Orthodox Church
Lee and Court Streets
P.O. Box 2044
Charleston, WV 25327

Saint John
Greek Orthodox Church
3512 MacCorkle Ave. SE
Charleston, WV 25304

PRESBYTERIAN

Presbyterian Church
in the United States
Committee on Women's Concerns
341 Ponce de Leon Ave, NE
Atlanta, GA 30308

United Presbyterian Church
in the U.S.A.
475 Riverside Dr.
New York, NY 10027

Kanawha
Pastoral Counseling Center
First Presbyterian Church
16 Broad St.
Charleston, WV 25301

QUAKER

Women's Way Group
Philadelphia Meeting
1501 Cherry St.
Philadelphia, PA 19103

ROMAN CATHOLIC

National Conference
of Catholic Bishops
1312 Massachusetts Ave, NW
Washington, DC 20025

Diocese of Wheeling-Charleston
1300 Byron St.
P.O. Box 230
Wheeling, WV 26003

SALVATION ARMY

The Salvation Army
301 Tennessee Ave.
Charleston, WV 25302

SEVENTH-DAY ADVENTISTS

Review and
Herald Publishing Association
6856 Eastern Ave, NW
Takoma Park
Washington, DC 20012

Adventist Book Center
1400 Liberty St.
Parkersburg, WV 26101

SOUTHERN BAPTIST

Southern Baptist
Women's Missionary Union
600 North 20th St.
Birmingham, AL 35203

UNITED CHURCH OF CHRIST

United Church of Christ
297 Park Ave. South
New York, NY 10010

UNITED METHODIST

The United Methodist Church
Board of Global Ministries
475 Riverside Dr.
New York, NY 10027

The United Methodist Church
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